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# ( A GUIDE TO THE STUDY OF OCCUPATIONS

*A Selected Critical Bibliography of the  
Common Occupations with Specific  
References for Their Study*

BY

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TO THE  
LIBRARY OF THE  
CONGRESS

## PREFACE

It is the purpose of this volume to present the latest and most authoritative material now available for educational and vocational guidance, for use in classes in occupations in the public schools, for vocation bureaus in colleges, and for librarians. The necessary inclusion of a considerable number of general reference books and textbooks should give it value not only in choosing a life work but in determining on courses of study, for students in vocational classes in the technical and higher institutions as well as in junior high and high schools.

The establishment of life-career courses in the schools is much more widespread and significant than is generally supposed. One hundred and ninety-four high schools in eighteen North Central states already have classes in occupations. In Los Angeles, in October, 1919, out of 6061 children enrolled in the junior high schools of the city 2590, or 42.7 per cent, were found in classes studying occupations. Cities and towns in the East are introducing such courses as the wisest and most effective means of giving vocational information to young people.

This movement has outsped adequate preparation for it. Teachers and counselors in the schools and men and women outside have been at great loss for trustworthy information on the work of life. College associations, interested in vocational guidance, have held conferences in an attempt to supply the need. Librarians have helped by preparing bibliographical lists which have not been comprehensive or fully annotated. The American Library Association sent thousands of books to France to give occupational information to young men in camp and school. This Association is now conducting a campaign, through the columns of four hundred American periodicals, to give the public information upon vocational literature.

The material embodied in this book is, therefore, an attempt to supply the great need in educational and vocational guidance at the present time. While this material cannot be exhaustive and final, in the nature of the case, it is fundamental and represents the best to be found in the field.

In some cases an entire book here treated deals with or is of interest to persons in a single occupation. Some of the books deal



with a number of occupations each. In general the information presented gives not only descriptions of occupations but tells what workers in them have to do and need to know. References to fragmentary and ephemeral information have been avoided, while on the other hand some vocations of large interest are so fully treated in many books that a considerable number of references has frequently resulted. Magazine articles have not been included in this material, since an inspection of these, extending over several years, has shown that they are usually only of temporary interest. In case of need one may always consult the Reader's Guide to Periodical Literature, and the list of Class and Trade Journals given at the end of this volume will show both teacher and student where the best periodical information upon the various pursuits of life is to be found.

Acknowledgment is herewith made of the hearty coöperation of the many publishers who have aided in the securing of the material presented in this volume.

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## HOW TO USE THIS BOOK

THE material embodied in this volume is presented in an arrangement which has seemed to be the most feasible, clear, and direct.

Sections I to IX inclusive deal with the nine great groups of occupations which have been determined by the Federal Census. In each section are presented the vocations which are most common, most fully treated in vocational literature, and offer the largest number of employment opportunities for young people. These vocations are of chief interest to life-career classes in the schools and to all who are seeking occupational information. After each occupational term are given in alphabetical order and abbreviated form the references applying to it; namely, the surname of author, main title or part of title of book, pages, sections, or parts of the book to be consulted, and a statement of the subject matter presented, with comment when that seems helpful for additional explanation. The following is an example:

### SOCIAL WORKER

GILES, *Vocational Civics*, 183-188, social service.

The reader or student should study the pages named, 183-188, in a copy of Giles' book. If one wishes to know more about the book he should turn to the name Giles in the alphabetical list of authors in Section X where the text *Vocational Civics* is critically treated, according to the purpose of this volume, to present a carefully chosen and authoritative body of source material.

Some of the books listed themselves have bibliographies which teacher and student will find helpful for additional references in particular fields.

Section X presents a full list of general sources, pp. 104-173, in which books are listed alphabetically under the names of authors. Section X is, then, a complete, critical bibliography in itself. Here are given annotations to show the content, purpose, and value of the various volumes. From this list have been omitted books which are far out of date, out of print, or of a decidedly inferior vocational guidance worth. As a rule, an inferior book has been included only for lack of a better one upon a particular occupation. There is an abundance of material, of greater or less vocational import, upon the commercial, agricultural, homemaking, and

mechanical pursuits. In some other lines of occupation, however, such material is comparatively lacking. The books of this list have been referred to under occupational terms, in the preceding nine sections of this volume, as has been already explained. Some of these books give information upon many occupations. This has made it necessary to treat them once in full in this section, after having referred to them by abbreviation under various occupations in the preceding sections of this source book.

It seems necessary here to caution students of the occupations against a loose and incorrect use of vocational terms. The authors of some of the books that have had to be included in the sources of this volume use these terms very inaccurately. One, for instance, speaks of the "business of farming" when only the industry is meant, or calls agriculture a "business" on one page of a book and a "profession" on the next page; another calls retail trade an "industry" or writes of the "profession of business." There is, moreover, a general lack of proper discrimination in the use of the more important terms, due in part to the newness of the scientific study of occupations and in part to the limited information of some writers.

The major divisions of employment, determined by the preferred meaning of words and their correct use in the occupations at the present time, are three, as follows:

1. The Manual Occupations.
2. The Mercantile Occupations.
3. The Professional Occupations.

The manual occupations properly include the industries, such as the sugar industry or the steel industry; the mercantile pursuits constitute the various lines of business; the professions include the callings for which a high degree of specialized training and personal ability are necessary, such as the law and medicine.

The Department of the Census expands these three divisions into the nine which are followed in this source book, as follows:

1. Agriculture, Forestry, and Animal Industry.
2. The Extraction of Minerals.
3. The Manufacturing and Mechanical Industries.
4. Transportation.
5. Trade.
6. Public Service.

7. Professional Service.
8. Domestic and Personal Service.
9. Clerical Occupations.

In this classification divisions 1, 2, and 3 constitute the industries; divisions 4, 5, and 9, the various forms of business; 6 and 8 include various kinds of employment, from manual to professional; and clearly 7 means the well-known professions. It is evident, of course, that a given occupation, like that of the dentist, in addition to its distinctive nature, may have minor features that belong to other occupations.

To make the study of an occupation most effective the information secured upon it may be organized for presentation in a class or for one's personal gain. An abbreviated general outline for this purpose is the following, consisting of eight fundamental points and a list of the references consulted:

#### FUNDAMENTAL POINTS FOR OCCUPATIONAL STUDY

1. IMPORTANCE.
2. WORK DONE.
3. ADVANTAGES.
4. DISADVANTAGES.
5. PREPARATION.
6. OTHER REQUIREMENTS.
7. INCOME.
8. EFFECT ON THE WORKER.
9. REFERENCES.

Fuller outlines, however, will often be helpful. The following plan of study, based substantially on the eight fundamental points, and from outlines prepared originally by Dr. John M. Brewer, Director of the Bureau of Vocational Guidance of Harvard University, has been used by the Bureau in its promotion of the study of occupations in the public schools.

#### OUTLINES FOR THE STUDY OF AN OCCUPATION

##### A. FOR LESS ADVANCED CLASSES AND STUDENTS:

1. What importance to society has the occupation?
2. What things are actually done by a person who is in this calling? (a) Make a list of them. (b) Outline a typical day's work.



3. What are the main advantages of the occupation?
 

(a) Service to humanity?	(h) Friends and associates?
(b) Chance to learn?	(i) Hours?
(c) Demand for workers?	(j) Vacations?
(d) Steady work?	(k) Good living?
(e) Growing importance of vocation?	(l) Healthful work?
(f) Interesting work?	(m) Moral conditions?
(g) Promotions?	(n) Other points?
4. What are its disadvantages and problems? (See No. 3.)
5. What educational or other preparation is necessary or desirable?
6. What are the other requirements for entering and succeeding in the occupation?
7. What income may be expected, at first and later?
8. What effect has the occupation on the social, civic, physical, recreational, and moral life of the worker?

**B. FOR ADVANCED CLASSES AND STUDENTS:**

1. What importance to society has the occupation?
2. What are the main branches of the vocation?
3. What kinds of tasks are actually undertaken by a worker in this calling?
4. Is the work interesting and stimulating, and is it vital to the success of the main activity of which it is a part? Does one learn new things as he makes progress in the occupation? Is there opportunity for initiative and originality or for pioneer work?
5. If the work is uninteresting, routine, or monotonous, are there adequate compensations?
6. Are other working conditions satisfactory, — good associates, opportunity for doing one's best work, a healthful and pleasant atmosphere, sanitary surroundings, and so on?
7. How should a person prepare for the occupation?
8. How does one begin work? What kinds of work lead up to this calling, and to what higher callings may it itself lead?
9. What qualities of character does it require for success, and how may these be developed?

10. Is there a demand for new workers in this occupation?
11. Is a good living secured, with regular work in an important and necessary occupation, and opportunity for promotion and increased wage?
12. What are the economic and social problems and standards of this vocation?
13. What kind of organizations, unions, and associations do the workers in this calling have?
14. How is the occupation regarded by the public?
15. What are the ethical standards in the occupation and what are its influences upon those engaged in it? Are the workers likely to be good citizens?

In all cases where it may be possible, it is advisable that both teacher and student supplement the information secured from the sources presented in this volume by actual observation and investigation in the world of work itself.

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Vocational guidance material on some occupations, particularly in the professional fields, was found to be very difficult to obtain. In certain cases, therefore, a few titles have been included which, although dealing only with the technical aspects of the occupation, nevertheless give a general idea of the field of work which the calling covers; but no attempt has been made to recommend a choice of text books in the technique of the various vocations.



**A GUIDE  
TO THE STUDY OF OCCUPATIONS**



# A GUIDE TO THE STUDY OF OCCUPATIONS

## SECTION I

### AGRICULTURE, FORESTRY, AND ANIMAL INDUSTRY

#### DAIRYMAN

BLUNT AND SPRAGUE. *Food and the War*.<sup>1</sup>

BOWSFIELD. *Making the Farm Pay*, 75-94, cows and farm dairy products.

CROMWELL. *Agriculture and Life*, 96-103, classification of cattle; and 124-127, feeding the dairy cow.

DIMOCK. *The New Business of Farming*, chap. x, live stock on the farm.

FILENE. *Careers for Women*, 27-29, the dairy worker.

GOWIN AND WHEATLEY. *Occupations*, 50-53.

JONES, GUY M., Co. *Trade Foundations*, 30-33; and 134 and 135, butter and cheese making.

KOBER AND HANSON. *Diseases of Occupation and Vocational Hygiene*, 692 and 693, dairy industry.

McMAHON. *How These Farmers Succeeded*.

Information upon modern dairying is given in most of the chapters of this volume.

MADDEN AND TURNER. *A Rural Arithmetic*, chap. vii, cattle feeding.

MARTIN. *Dairy Laboratory Guide*.

NEW YORK STATE COLLEGE OF AGRICULTURE. *Babcock Test, and Testing Problems*.

— *Calculating the Cost of Milk Production*.

— *Composition of Milk and some of its Products*.

— *Cooling Milk*.

— *Cream Separation*.

— *Farm Butter-Making*.

— *Practical Examples in Dairy Arithmetic*.

— *Production of Clean Milk*.

— *Making Advanced Registry Records*.

PICKARD. *Industrial Booklets*, 100-105, cattle.

ROBISON. *Vocational Education*, 241-263, agricultural education.

SMITH. *Commerce and Industry*, 65-68.

SPILLMAN. *Farm Science*, 235-243, breeds of cattle and their uses; 306-315, dairying.

<sup>1</sup> For a critical treatment of all books and particular information about them, consult the alphabetical list of source material in Section X.

## 2 A GUIDE TO THE STUDY OF OCCUPATIONS

### DAIRYMAN (*continued*)

VINCENT. *Vocational Arithmetic*, 51, milk industry; and 52, cheese making.

WILKINSON. *Practical Agriculture*, 313-322, breeds of cattle.

WOMEN'S EMPLOYMENT PUBLISHING CO. *Careers*, 196 and 197, dairy work for women; and 213, training and earnings.

### FARMER

ANDERSON. *The Farmer of Tomorrow*.

BEXELL AND NICHOLS. *Principles of Bookkeeping and Farm Accounts*.

BISHOP AND KELLER. *Industry and Trade*, chap. v, cereals; vi, vegetables and fruits; 83-88, sugar; 92-98, cotton; chap. ix, cattle; x, swine and sheep; and xi, horses and mules.

BLUNT AND SPRAGUE. *Food and the War*.

BOWSFIELD. *Making the Farm Pay*.

BRACE AND MAYNE. *Farm Shop Work*.

BREWSTER. *Vocational Guidance for the Professions*, chap. xv.

CAMPBELL. *Concrete on the Farm and in the Shop*.

— *How to Use Cement for Concrete Construction for Town and Farm*.

CROMWELL. *Agriculture and Life*.

DEVINE. *Choosing a Boy's Career*, chap. ix, agriculture in Great Britain.

DEVRIES. *Plant-Breeding*.

DEWEY. *New Schools for Old*, chap. i, the country life movement.

DIMOCK. *The New Business of Farming*.

DIXON. *Vocational Guidance for Girls*, 173-175, agriculture.

FORBES. *Men Who Are Making America*, 68-75, and 240-249, sketches of James B. Duke, the leading tobacco grower in the United States, and Cyrus H. McCormick, the leading manufacturer of farm machinery.

FORMAN. *Stories of Useful Inventions*, 73-96, inventions of the plow and of the reaper.

FOWLER. *Starting in Life*, 47-60.

GILES. *Vocational Civics*, 31-45, agriculture.

GOWIN AND WHEATLEY. *Occupations*, chap. iv, agriculture.

GREEN. *Vegetable Gardening*.

HOERLE AND SALTZBERG. *The Girl and the Job*, 243 and 244.

JONES, GUY M., CO. *Trade Foundations*, 15-44, agriculture.

KOBER AND HANSON. *Diseases of Occupation and Vocational Hygiene*, 308, the danger of injuries to the eye in agricultural pursuits; 436, exposure to excessive cold and preventive measures; and 670-672.

LAPP AND MOTE. *Learning to Earn*, chap. v, agriculture and its needs.

LEAVITT AND BROWN. *Elementary Social Science*, 52-57, the modern farm.

LEWIS. *Productive Poultry Husbandry*.

McKEEVER. *Training the Boy*, 28-31, farm work as vacation employment.

McMAHON. *How These Farmers Succeeded*.

MADDEN AND TURNER. *A Rural Arithmetic*.

NEW YORK STATE COLLEGE OF AGRICULTURE. *Alfalfa for New York*.

— *Buckwheat*.

— *Composition of Milk and Some of its Products*.

— *Computing Rations for Farm Animals*.

- NEW YORK STATE COLLEGE OF AGRICULTURE. *Cooling Milk.*  
 — *Culture of Sweet Clover and Vetch.*  
 — *Curing of Meat and Meat Products on the Farm.*  
 — *Farm Butter-Making.*  
 — *Farmers' Week at Cornell.*  
 — *Farm Fishpond.*  
 — *Farm Ice Supply.*  
 — *Field Bean Production.*  
 — *How the Plant Produces Seed.*  
 — *Improvement of the Woodlot.*  
 — *Improving the Corn Crop by Selection and Breeding.*  
 — *Land Drainage and Soil Efficiency.*  
 — *Meadows in New York.*  
 — *Methods of Breeding Oats.*  
 — *Methods of Determining the Value of Timber in the Farm Woodlot.*  
 — *Nature, Effects, and Maintenance of Humus in the Soil.*  
 — *Potato Growing in New York.*  
 — *Practical Examples in Dairy Arithmetic.*  
 — *Practical Horse-Breeding.*  
 — *Problem of Tuberculosis in Cattle.*  
 — *Production of Clean Milk.*  
 — *Surroundings of the Farm Home.*  
 — *Swine Production in New York.*  
 — *Tilth and Tillage of the Soil.*  
 PATCHIN. *The Range and Grange Hustlers on the Ranch.*  
 PICKARD. *Industrial Booklets*, chap. iii, agricultural booklets; and vii, other booklets for rural schools.  
 — *Industrial Work for Boys*, chap. vii, home credit work in agriculture; and viii, contests and club work.  
 PLUMB. *Beginnings in Animal Husbandry.*  
 PRESSEY. *A Vocational Reader*, 29-43, the new American farmer.  
 ROBISON. *Vocational Education*, 241-263, agricultural education.  
 ROLLINS. *What Can a Young Man Do?* chap. xxvi.  
 SAALFIELD. *Careers for the Coming Men*, 189-199, farming.  
 SEARS. *Productive Orcharding.*  
 SMITH. *Commerce and Industry*, 20-120.  
 SPILLMAN. *Farm Science.*  
 STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 15-22, agriculture.  
 TAPPAN. *The Farmer and His Friends.*  
 THOMPSON, ELIZA B. *The Cotton and Linen Departments*, chap. ii, sources and cultivation of cotton; and xi.  
 THOMPSON AND SPILLMAN. *Farm Diary.*  
 VINCENT. *Vocational Arithmetic*, 54-61, 64-67, and 72, lessons on the raising of certain crops.  
 WEAVER. *Vocations for Girls*, chap. xxix, agriculture.  
 WEAVER AND BYLER. *Vocations for Boys*, chap. xli, country life occupations.



**FARMER** (*continued*)

WILKINSON. *Practical Agriculture*.

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- FORBES. *Men Who Are Making America*, 224-231, sketch of Minor C. Keith, founder of the United Fruit Company.
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**CROMWELL.** *Agriculture and Life*, chaps. iv and v, stock feeding.

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Most of the chapters of the book deal in part with stock raising.

**MADDEN and TURNER.** *A Rural Arithmetic*, chaps vii-x.

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While this chapter refers to the special work done by the carpenter, the entire book contains information relating more or less closely to his trade.

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- HOERLE and SALTZBERG. *The Girl and the Job*, 212 and 213.
- KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 668 and 669, cardboard and paper box workers.
- LASELLE and WILEY. *Vocations for Girls*, chap. v.
- This chapter describes factory employment and the opportunities for girls in paper box making.
- McKEEVER. *Training the Girl*, 230-232, mechanical pursuits for women.

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 JONES, GUY M., Co. *Trade Foundations*, 145-147, printing pressmen.  
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TAPPAN. *Travelers and Traveling*, chap. ix, transportation by rivers and canals.

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GOWIN and WHEATLEY. *Occupations*, 109-112, transportation subdepartment; and 120-122, how to enter steam railroading.

KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 711-714, railway service.

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FAIRCHILD. *Training for the Electric Railway Business*, 48-55; and 111-137, qualifications and training.

FLEMING. *Railroad and Street Transportation*, Part I, railroad transportation; and III, street railway transportation.

FOWLER. *Starting in Life*, 253-260, the street railroad.

GILES. *Vocational Civics*, 59-80.

Much of the information contained in the reference is of value in studying this occupation.

GORDON. *A Handbook of Employments*, 274-276, tramway service.

GOWIN and WHEATLEY. *Occupations*, 123 and 124, electrical railroading; and 164, and 182-184, the practical electrician.

KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 714-716, street railway employees and subway employees.

ROLLINS. *What Can a Young Man Do?* chap. xiii, railroading.

TAPPAN. *Travelers and Traveling*, chaps. i and ii, how trains are run and how railroads carry mail and people; chaps. vi and vii, trolley cars, elevated roads, and subways.

VINCENT. *Vocational Arithmetic*, 107, street cars.

**EXPRESS AGENT**

GERSTENBERG. *Principles of Business*, chap. xxii, traffic.

TAPPAN. *Travelers and Traveling*, chap. iv, how freight and express are managed.

**EXPRESSMAN**

GOWIN and WHEATLEY. *Occupations*, 115, express service.

TAPPAN. *Travelers and Traveling*, chap. iv, how freight and express are managed.

VINCENT. *Vocational Arithmetic*, 21, express business.

**EXPRESS MESSENGER**

HUNGERFORD. *The Modern Railroad*, 251 and 252, working with mail clerk and baggageman; and 369-374, the express service.

TAPPAN. *Travelers and Traveling*, chap. iv, how freight and express are managed.

**FIREMAN**

FLEMING. *Railroad and Street Transportation*, Part I, railroad transportation.

GILES. *Vocational Civics*, 59-80.

There are brief references to this worker in the section, but much of the general information given is of value.

GOWIN and WHEATLEY. *Occupations*, 108, work and advancement of firemen; 112, unionization; and 120-122, how to enter steam railroading.

HISCOX. *Modern Steam Engineering*.

HUNGERFORD. *The Modern Railroad*, 246 and 247, the boy in the engine crew; and 391 and 392, responsibility of the fireman for the appearance of his engine.

KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 435 and 436, exposure to excessive heat and preventive measures.

### FREIGHT AGENT

FOWLER. *Starting in Life*, 150-161, the steam railroad.

GERSTENBERG. *Principles of Business*, chap. xxii, traffic.

GOWIN and WHEATLEY. *Occupations*, 114 and 115, freight subdepartment in railroading; and 120-122, how to enter steam railroading.

SAALFIELD. *Careers for the Coming Men*, 73-82, railroading.

✓ TAPPAN. *Travelers and Traveling*, chap. iv, how freight and express are managed.

### FREIGHT HANDLER

✓ TAPPAN. *Travelers and Traveling*, chap. iv, how freight and express are managed.

### GARAGE KEEPER

GORDON. *A Handbook of Employments*, 262, garage and depot workers.

JONES, GUY M., Co. *Trade Foundations*, 125 and 126; and 439 and 440, a serviceable one-car garage.

VINCENT. *Vocational Arithmetic*, 18, garage business.

### LOCOMOTIVE ENGINEER

BURNS. *Great Inventions*, 34-42, the steam engine; and 155-163, the steam locomotive.

CRANE. *American Stationery Engineering*.

Contains important information upon engines and their care.

DOOLEY. *Vocational Mathematics*, Part VII, steam engineering.

FLEMING. *Railroad and Street Transportation*, Part I, railroad transportation.

FORMAN. *Stories of Useful Inventions*, 54-72, the steam engine.

FOWLER. *Starting in Life*, 150-161, the steam railroad.

GILES. *Vocational Civics*, 59-80.

Much of the material contained in the section is of value in studying this calling.

GOWIN and WHEATLEY. *Occupations*. 99-109, steam railroading; and 120-122, how to enter steam railroading.

HIRSHFELD and ULBRICHT. *Steam Power*.

HISCOX. *Modern Steam Engineering*.

KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 711-714, railway service.

**LOCOMOTIVE ENGINEER** (*continued*)

- PARTON. *Captains of Industry*, 19-25, driving an engine.  
 PERRY, FRANCES M. *Four American Inventors*, The story of Robert Fulton.  
 ROLLINS. *What Can a Young Man Do?* chap. xiii, railroading.  
 TAPPAN. *Travelers and Traveling*, chap. i, how railroads are built and trains run; vi and vii, trolley cars, elevated roads, and subways.

**MOTORMAN**

- FAIRCHILD. *Training for the Electric Railway Business*, 48-55; and 111-137, qualifications and training.  
 FLEMING. *Railroad and Street Transportation*, Part III, street railway transportation.  
 FOWLER. *Starting in Life*, 253-260, the street railroad.  
 GORDON. *A Handbook of Employments*, 274-276, tramway service.  
 GOWIN and WHEATLEY. *Occupations*, 123 and 124, electrical railroading; and 164, and 182-184, the practical electrician.  
 KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 714-716, street railway employees and subway employees.  
 SLOANE. *Electrician's Handy Book*, chap. xxxiv, electric railroads.  
 TAPPAN. *Travelers and Traveling*, chaps. vi and vii, how trolley cars are run and how elevated roads and subways are built.  
 VINCENT. *Vocational Arithmetic*, 107, street cars.

**PORTER**

- APPRENTICESHIP AND SKILLED EMPLOYMENT ASSOCIATION. *Trades for London Boys*, 139, porters on the railway.  
 GORDON. *A Handbook of Employments*, 324 and 325.

**RAILWAY MAIL CLERK**

- GOWIN and WHEATLEY. *Occupations*, 115, mail service.  
 HUNGERFORD. *The Modern Railroad*, 251 and 252, mail clerks; and 374-387, the railway mail service.  
 LEUPP. *How to Prepare for a Civil Service Examination*, 170-175, railway mail service.  
 TAPPAN. *Travelers and Traveling*, chap. ii, how the railroads carry mail.

**SAILOR**

- BOY SCOUTS OF AMERICA. *Seamanship*.  
 COLLINS, NELSON. *Opportunities in Merchant Ships*.  
 GORDON. *A Handbook of Employments*, 126-128, seafaring occupations.  
 KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 435 and 436, exposure to excessive heat and preventive measures.  
 ROLLINS. *What Can a Young Man Do?* chap. xlvi.  
 SAALFIELD. *Careers for the Coming Men*, 33-43, the Navy.  
 STERLING. *Naval Service*.  
 TAPPAN. *Travelers and Traveling*, chap. x, ocean travel.  
 WILLIAMS, GEORGE H. *Careers for our Sons*, chap. iv, the mercantile marine in Great Britain.

**SHIPPER**

ALLEN. *Business Employments*, 132, the delivery system.

McCLELLAND. *Office Training and Standards*, chap. x, the duties of the shipping department.

**SWITCHMAN**

GOWIN and WHEATLEY. *Occupations*, 109-112, transportation subdepartment; and 12-122, how to enter steam railroading.

HUNGERFORD. *The Modern Railroad*, 84-90, automatic switch systems; and 111-118, handling freight traffic.

**TEAMSTER**

FLEMING. *Railroad and Street Transportation*, 57-61.

KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 436, exposure to excessive cold and preventive measures; and 717.

**TICKET AGENT**

FOWLER. *Starting in Life*, 150-161, the steam railroad.

GOWIN and WHEATLEY. *Occupations*, 113 and 114, duties of station agent; and 120-122, how to enter steam railroading.

SAALFIELD. *Careers for the Coming Men*, 73-82, railroading.

## SECTION V

### TRADE

#### ADVERTISER

ALLEN. *Advertising as a Vocation.*

— *Business Employments*, 53-57, the publicity department in manufacture; chap. ix, the advertising department in retail trade; and 194 and 195, the department of advertising in banking.

CALKINS. *The Business of Advertising.*

COPELAND. *Business Statistics*, chap. iii, sales and advertising statistics.

FILSINGER. *Exporting to Latin America*, chap. xvii.

This chapter presents valuable material upon the possibilities of advertising in foreign countries.

FOWLER. *Starting in Life*, 303-320.

GALLAGHER and MOULTON. *Practical Business English*, 87-105, advertising.

GALLOWAY. *Office Management*, chap. xxvii, the advertising department and its work.

GERSTENBERG. *Principles of Business*, chap. xviii, advertising.

GILES. *Vocational Civics*, 139-142, advertising.

HALL. *Writing an Advertisement.*

HOUGH. *Practical Exporting*, chap. vii, advertising to get export trade.

HOYT. *Scientific Sales Management.*

HURLEY. *Awakening of Business.*

MAXWELL. *Salesmanship.*

OPDYCKE. *Advertising and Selling Practice.*

SAALFIELD. *Careers for the Coming Men*, 179-188, advertising.

SHAW, ARCH WILKINSON. *An Approach to Business Problems*, chap. xiii, advertising.

SHAW, A. W., Co. *How to Handle and Develop Your Own Business*, chap. v, successful publicity.

STARCH. *Advertising.*

TIPPER. *Principles of Advertising.*

WEAVER and BYLER. *Vocations for Boys*, chap. xxvi, advertising.

#### ADVERTISING MAN

ALLEN. *Advertising as a Vocation.*

— *Business Employments*, 53-57, the publicity department in manufacture; chap. ix, the advertising department in retail trade; and 194 and 195, the department of advertising in banking.

BOY SCOUTS OF AMERICA. *Business*, 17 and 18.

CALKINS. *The Business of Advertising.*

COPELAND. *Business Statistics*, chap. iii, sales and advertising statistics.

FILENE. *Careers for Women*, 7-23, advertising.

FILSINGER. *Exporting to Latin America*, chap. xvii.

This chapter presents methods generally in use in foreign advertising.

FOWLER. *Starting in Life*, 303-320.

GALLAGHER and MOULTON. *Practical Business English*, 87-105, advertising.

GALLOWAY. *Office Management*, chap. xxvii, the advertising department and its work.

GERSTENBERG. *Principles of Business*, chap. xviii, advertising.

GILES. *Vocational Civics*, 139-142, advertising.

HALL. *Writing an Advertisement*.

HOERLE and SALTZBERG. *The Girl and the Job*, 53-56, the advertising agent.

HOUGH. *Practical Exporting*, chap. vii, advertising to get export trade.

HURLEY. *Awakening of Business*.

NICHOLS and ROGERS. *Commercial Law*.

NORTON. *A Textbook on Retail Selling*, chap. xiv, advertising.

NYSTROM. *The Economics of Retailing*, 295 and 296.

OPDYCKE. *Advertising and Selling Practice*.

ROLLINS. *What Can a Young Man Do?* chap. xx, the advertising agent.

SAALFIELD. *Careers for the Coming Men*, 73-82, railroading; and 179-188, advertising.

SEITZ. *Training for the Newspaper Trade*, 111-126, advertising.

SHAW, ARCH WILKINSON. *An Approach to Business Problems*, chap. xii, advertising.

SHAW, A. W., Co. *How to Handle and Develop Your Own Business*, chap. v, successful publicity.

STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 38-40, advertising.

STARCH. *Advertising*.

STEVENS. *Boys and Girls in Commercial Work*, 74, nature of the advertising department.

TIPPER. *Principles of Advertising*.

WEAVER and BYLER. *Vocations for Boys*, chap. xxvi, advertising.

WEBSTER. *English for Business*, chap. xii.

WILLIAMS, GEORGE H. *Careers for Our Sons*, chap. xix, advertising in Great Britain.

WOMEN'S EMPLOYMENT PUBLISHING CO. *Careers*, 177 and 178, women in advertising in Great Britain; and 194, training.

## BANKER

ADAMS. *Description of Industry*, chaps. x and xi, the money and credit systems of exchanges.

AGGER. *Organized Banking*.

ALLEN. *Business Employments*, Part III, banking.

BASSET. *Accounting*.

A valuable reference book upon the keeping of accounts.

BOY SCOUTS OF AMERICA. *Business*, 13 and 14.

CONYNGTON and SMART. *Business Law*.



# BANKER (continued)

ETTINGER and GOLIEB. *Credits and Collections*.

FILSINGER. *Exporting to Latin America*, chap. xiii, financial conditions in Latin America.

FORBES. *Men Who Are Making America*, 11-18, 44-52, 125-130, 153-162, 197-203, 214-223, 250-259, 278-295, 328-335, 360-374, and 389-405, examples of successful American bankers.

FOWLER. *Starting in Life*, 173-189.

GERSTENBERG. *Materials of Corporation Finance*.

— *Principles of Business*, chaps. xxvi-xxviii, banking and exchange.

GILES. *Vocational Civics*, 80-86, banking.

GORDON. *A Handbook of Employments*, 391-393.

GOWIN and WHEATLEY. *Occupations*, 77 and 78, banking.

HAYWARD. *Money*.

HOUGH. *Practical Exporting*, chap. xv, credits, acceptances, and collections on foreign accounts.

HURLEY. *Awakening of Business*, chap. xi, banking and investment abroad.

JORDAN. *Principles of Investment*.

KING, J. E. *Business Arithmetic*, 167-174, banks and banking discount.

ROLLINS. *What Can a Young Man Do?* chap. x, the banker; and xi, the bond business.

SAALFIELD. *Careers for the Coming Men*, 227-236, banking.

STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 40-42.

STEVENS. *Boys and Girls in Commercial Work*, chap. vii, opportunities for boys in banking.

WEAVER and BYLER. *Vocations for Boys*, chap. xxvii, banking, brokerage, and insurance.

WEBSTER. *English for Business*, chap. xviii, kinds of banks and banking offices.

WILBUR. *Everyday Business for Women*, chaps. i-vi and xvi.

The service of banks, a simple explanation of banking methods and stocks and bonds.

WILLIAMS, GEORGE H. *Careers for Our Sons*, chap. xiii, banking in Great Britain.

WILSON. *Vocational Guidance*, chap. viii.

WOMAN'S OCCUPATIONAL BUREAU. *Women in Banking in the City of Minneapolis*.

# BROKER

ALLEN. *Business Employments*, Part III.

ETTINGER and GOLIEB. *Credits and Collections*.

GERSTENBERG. *Materials of Corporation Finance*.

GORDON. *A Handbook of Employments*, 429-431, stock brokers.

HAYWARD. *Money*, chap. x, stocks and bonds.

JORDAN. *Principles of Investment*, chaps. xvii-xix, bond houses, exchanges, and their activities.

- ROLLINS. *What Can a Young Man Do?* chap. xii, the stock broker.  
 WEAVER and BYLER. *Vocations for Boys*, chap. xxvii, banking, brokerage, and insurance.  
 WILSON. *Vocational Guidance*, 94 and 95.

## BUYER

- ALLEN. *Business Employments*, chap. vi, merchandising.  
 FILENE. *Careers for Women*, 87-89.  
 GOWIN and WHEATLEY. *Occupations*, 86, buying division.  
 HAYWARD. *Money*, chap. xv.  
 HOERLE and SALTZBERG. *The Girl and the Job*, 30-32.  
 KETTLING. *Helpful Talks with Girls*, chap. xv, women as buyers for individual customers.  
 MAXWELL. *Salesmanship*, chap. v, buying.  
 RINDSFOOS. *Purchasing*.  
 STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 58 and 59.  
 STEVENS. *Boys and Girls in Commercial Work*, 74 and 75, learning by acting as assistant.  
 WEAVER. *Vocations for Girls*, 110, from saleswoman to buyer; and 112 and 113, from stock girl to buyer.

## CAPITALIST

- AGGER. *Organized Banking*.  
 BASSET. *When the Workmen Help You Manage*.  
 CHITTICK. *Silk Manufacturing and Its Problems*, chap. xxxvi, capital required in silk manufacturing.  
 ETTINGER and GOLIEB. *Credits and Collections*.  
 FORBES. *Men Who Are Making America*.  
 GERSTENBERG. *Materials of Corporation Finance*.  
 — *Principles of Business*.  
 Most of the information contained in this book should be familiar to the capitalist.  
 JORDAN. *Principles of Investment*.  
 LOUGH. *Business Finance*, Part II, chaps. v-ix, nature and uses of capital; and Part IV, chaps. xvi and xvii, investments.  
 REDFIELD. *The New Industrial Day*.  
 SAALFIELD. *Careers for the Coming Men*, 227-236, banking.

## CLERK

- EATON and STEVENS. *Commercial Work*.  
 Training and opportunities for girls in commercial work.  
 SAALFIELD. *Careers for the Coming Men*, 227-236, banking.

## COLLECTOR

- DWYER. *The Business Letter*, 44-49, the task of the collection department, and form letters.  
 ETTINGER and GOLIEB. *Credits and Collections*.

**COLLECTOR** (*continued*)

FOWLER. *Starting in Life*, 321-336, the public service and Civil Service examination.

GALLAGHER and MOULTON. *Practical Business English*, 139-155, collection letters.

GALLOWAY. *Office Management*, chap. xxii, making collections.

GARDNER. *Effective Business Letters*, chaps. xi-xiii, collection letters.

GERSTENBERG. *Principles of Business*, 566-568, collections.

HAYWARD. *Money*, chap. xx, collecting.

LEFFINGWELL. *The Automatic Letterwriter and Dictation System*, chaps. viii and ix, collection by letter.

MCCLELLAND. *Office Training and Standards*, 153 and 154, credit and collection records.

MAXWELL. *Salesmanship*, chap. vi, collecting accounts.

SHAW, A. W., Co. *How to Handle and Develop Your Own Business*, chap. iii, the handling of accounts.

STEVENS. *Boys and Girls in Commercial Work*, 72 and 73, the work of the collector.

WEAVER and BYLER. *Vocations for Boys*, 177 and 178, the work of making collections.

**COMMISSION MERCHANT**

CHITTICK. *Silk Manufacturing and Its Problems*, chap. xxi, the relations between mills and their commission houses.

HOUGH. *Practical Exporting*, chap. viii, export commission houses.

KING, J. E. *Business Arithmetic*, 126-132, doing business by commission

**COMPTROLLER**

ALLEN. *Business Employments*, 198-201, the annual report of the comptroller of the corporation.

CONYNGTON and SMART. *Business Law*.

COPELAND. *Business Statistics*.

EMERSON. *Efficiency*, chap. vii, the modern theory of cost accounting.

GANTT. *Work, Wages, and Profits*.

GOWIN and WHEATLEY. *Occupations*, 116 and 117, auditing division in railroading.

KESTER. *Accounting Theory and Practice*.

LOUGH. *Business Finance*.

MCCLELLAND. *Office Training and Standards*, chap. xii, supervision over the money matters of a concern.

ROBISON. *Vocational Education*, 207-239, commercial education.

**COPY WRITER**

ALLEN. *Advertising as a Vocation*, 41 and 42; 43-45, constructing a retail advertisement; 97 and 98; and chap. ix, qualities, training, conditions, and rewards in advertising.

CALKINS. *The Business of Advertising*.

The work of the advertising writer is presented in various connections throughout the book.

- FILENE. *Careers for Women*, 90 and 91.
- FOWLER. *Starting in Life*, 303-320.
- GALLAGHER and MOULTON. *Practical Business English*.
- GALLOWAY. *Office Management*, chap. xxvii, the advertising department and its work.
- HALL. *Writing an Advertisement*.
- MAXWELL. *If I Were Twenty-one*, chap. viii, the amateur ad. writer.
- NORTON. *A Textbook on Retail Selling*, chap. xiv, advertising.
- OPDYCKE. *Advertising and Selling Practice*, 85-134, the preparation of copy in advertising.
- ROLLINS. *What Can a Young Man Do?* chap. xx, the advertising agent.
- SAALFIELD. *Careers for the Coming Men*, 179-188, advertising.
- SHELDON. *The Art of Selling*, 177 and 178, salesmanship and advertising.
- STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 38-40, advertising.
- STARCH. *Advertising*.
- TIPPER. *Principles of Advertising*.
- WEBSTER. *English for Business*.
- WILLIAMS, GEORGE H. *Careers for Our Sons*, chap. xix, advertising in Great Britain.

#### CORPORATION SECRETARY

- FOWLER. *Starting in Life*, 150-161, the steam railroad.

#### CREDIT MAN

- ALLEN. *Business Employments*, 46, 47, and 50, the credit department and credit manager.
- ETTINGER and GOLIEB. *Credits and Collections*.
- GALLOWAY. *Office Management*, chap. xxii, handling credits.
- GARDNER. *Effective Business Letters*, chap. x, credit letters.
- GERSTENBERG. *Principles of Business*, chap. xxiv, credit.
- GOWIN and WHEATLEY. *Occupations*, 89, credit division.
- MCCLELLAND. *Office Training and Standards*, 153 and 154, credit and collection records.
- MAXWELL. *Salesmanship*, chap. vii, credit making.
- SHAW, A. W., Co. *How to Handle and Develop Your Own Business*, chap. iii, the handling of accounts.
- STEVENS. *Boys and Girls in Commercial Work*, 72 and 73, nature of the credit department in business.

#### DELIVERYMAN

- McKEEVER. *Training the Boy*, 41-43, delivering goods.
- MORAN. *Over 100 Ways to Work One's Way through College*, 24, delivering milk.

#### DEMONSTRATOR

- HOERLE and SALTZBERG. *The Girl and the Job*, 34-37.
- HOOVER. *Salesmanship*, chap. vii, demonstration in selling.

**DIRECTOR**

ALLEN. *Business Employments*, 14-17, the officers of a corporation; and 190, the board of directors in banking.

FOWLER. *Starting in Life*, 150-161, the steam railroad.

**ELEVATOR MAN**

HISCOX. *Modern Steam Engineering*, chap. xxi, the elevator and its working.

HOERLE and SALTZBERG. *The Girl and the Job*, 72 and 73.

McKEEVER. *Training the Boy*, 44 and 45, the hotel boy.

**EMPLOYMENT MANAGER**

ADAMS. *Description of Industry*.

ALLEN. *Business Employments*.

BLOOMFIELD, DANIEL. *Labor Maintenance*.

— *Selected Articles on Employment Management*.

BLOOMFIELD, MEYER. *Labor and Compensation*.

— *Readings in Vocational Guidance*.

BLOOMFIELD and WILLITS. *Personnel and Employment Problems in Industrial Management*.

CABOT. *Social Work*.

CHITTICK. *Silk Manufacturing and Its Problems*, chaps. xviii-xx, mills and their operatives and welfare work.

— *Cleveland Foundation Survey*.

The volumes of this series present information that is indispensable to the employment manager in industry.

CODY. *Commercial Tests*.

COOKE. *Modern Manufacturing*.

COPELAND. *Business Statistics*, 458-474, hiring and firing.

DEAN. *The Worker and the State*.

EMERSON. *Efficiency*.

FILENE. *Careers for Women*, 373-375; 381-385, the woman consultant in labor management.

GALLOWAY. *Office Management*, Part VI, training and development of office workers.

GANTT. *Industrial Leadership*.

GERSTENBERG. *Principles of Business*, chaps x-xvi, management, wages, and control of labor.

GILBRETH, FRANK B. *Primer of Scientific Management*.

GILBRETH, L. M. *The Psychology of Management*.

GOWIN. *The Executive and his Control of Men*.

GOWIN and WHEATLEY. *Occupations*.

HOYT. *Scientific Sales Management*, chap. xvi, hiring salesmen.

KELLY. *Hiring the Worker*.

— *Training Industrial Workers*.

KELLY and ALLEN. *The Shipbuilding Industry*.

KENNARD. *The Educational Director*, chap. xii, employment, placement, and promotion.

- KETLING. *Helpful Talks with Girls.*  
 KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene.*  
 LAPP and MOTE. *Learning to Earn.*  
 LASELLE and WILEY. *Vocations for Girls.*  
 LEAKE. *The Vocational Education of Girls and Women.*  
 LEE. *The Human Machine and Industrial Efficiency.*  
 LINK. *Employment Psychology.*  
 MCCLELLAND. *Office Training and Standards*, chaps. xiv-xvi, employment personality, and standards of efficiency.  
 MAXWELL. *If I were Twenty-one.*  
 NYSTROM. *The Economics of Retailing*, chap. viii, securing good sales-people.  
 O'LEARY. *Department Store Occupations.*  
 PERRIGO. *Modern Machine Shop Construction.*  
 REDFIELD. *The New Industrial Day*, chap. vii.  
 ROBISON. *Vocational Education.*  
 SCHNEIDER. *Education for Industrial Workers.*  
 SHAW, ARCH WILKINSON. *An Approach to Business Problems*, chap. vi, labor.  
 SHAW, A. W., Co. *Handling Men.*  
 — *How to Manage an Office*, chap. vi, employment methods.  
 — *Personality in Business.*  
 SMITH. *The Elements of Industrial Management*, chaps. xv-xxi, the problems of labor.  
 STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 42-45.  
 THOMPSON, C. BERTRAND. *Scientific Management.*  
 TOLMAN and GUTHRIE. *Hygiene for the Worker.*  
 TOWNE. *Social Problems.*  
 UNDERWRITER PRINTING AND PUBLISHING COMPANY. *Live Articles on Accident Prevention.*  
 UNITED STATES ARMY. *The Personnel System.*  
     Valuable information upon the selection and handling of men.  
 WATSON. *The Knack of Managing.*  
 WEAVER. *Vocations for Girls.*  
 WEAVER and BYLER. *Vocations for Boys.*  
 WILLITS. *Stabilizing Industrial Employment.*  
 — *Steadying Employment.*  
 WOODS and KENNEDY. *Young Working Girls.*

## EXECUTIVE

- ADAMS. *Description of Industry.*  
 ALLEN. *Business Employments*, chap. i, business organization of manufacture.  
 BASSET. *When the Workmen Help You Manage.*  
 BLOOMFIELD, MEYER. *Labor and Compensation.*  
 — *Management and Men.*

**EXECUTIVE** (*continued*)

BLOOMFIELD and WILLITS. *Personnel and Employment Problems in Industrial Management.*

CONYNGTON and SMART. *Business Law.*

COOKE. *Modern Manufacturing.*

COPELAND. *Business Statistics.*

EMERSON. *Efficiency.*

FORBES. *Men Who Are Making America.*

GALLOWAY. *Office Management*, Part VI, training and development of office workers.

GANTT. *Industrial Leadership.*

GILBRETH, L. M. *The Psychology of Management.*

GOWIN. *The Executive and his Control of Men.*

HELPS. *The Transaction of Business.*

HURLEY. *Awakening of Business.*

KELLY. *Hiring the Worker.*

— *Training Industrial Workers*, chap. xi, training minor executives.

KELLY and ALLEN. *The Shipbuilding Industry*, 200-208, executive positions in shipbuilding.

PERRIGO. *Modern Machine Shop Construction.*

REDFIELD. *The New Industrial Day*, chap. viii, the scientific spirit in management.

SECRIST. *An Introduction to Statistical Methods.*

SHAW, ARCH WILKINSON. *An Approach to Business Problems.*

SHAW, A. W., Co. *How to Handle and Develop Your Own Business.*

— *Personality in Business.*

THOMPSON, C. BERTRAND. *Scientific Management.*

UNITED STATES ARMY. *The Personnel System.*

WILLITS. *Stabilizing Industrial Employment.*

**EXPORTER**

CHITTICK. *Silk Manufacturing and Its Problems*, chap. xxix, finding foreign markets for silks.

FILSINGER. *Exporting to Latin America.*

GERSTENBERG. *Principles of Business*, chap. xxiii, foreign trade.

HOUGH. *Practical Exporting.*

HURLEY. *Awakening of Business*, chaps. vii-xii, foreign business organization, foreign trade opportunities, and coöperation in export trade.

Highly informative chapters on world trade conditions.

JOHNSON and HUEBNER. *Principles of Ocean Transportation.*

REDFIELD. *The New Industrial Day*, chap. iii, our business abroad.

SMITH. *Commerce and Industry*, Part II.

STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 45-47, foreign trade.

**FINANCIER**

AGGER. *Organized Banking.*

ALLEN. *Business Employments*, Part III, banking.

COOKE. *Modern Manufacturing*, 264-286.

- ETTINGER and GOLIEB. *Credits and Collections*.  
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HOERLE and SALTZBERG. *The Girl and the Job*, 22-24; and 41, the café cashier.

O'LEARY. *Department Store Occupations*, 73-78.

## CORRESPONDENT

ALLEN. *Advertising as a Vocation*, 54 and 55.

— *Business Employments*, 44 and 45, the correspondence department.

BARNES. *How to Teach Business Correspondence*.

CAHILL. *Office Practice*.

CODY. *Commercial Tests*.

In various parts of the book are tests in English and in the work done by the correspondent.

— *How to Do Business by Letter*.

DWYER. *The Business Letter*.

GALLAGHER and MOULTON. *Practical Business English*.

GALLOWAY. *Office Management*, Part IV, the control of correspondence and related activities; VI, the training and development of office workers.

GARDNER. *Effective Business Letters*.

HOUGH. *Practical Exporting*, chap. v, foreign trade correspondence.

KILDUFF. *The Private Secretary*.

LANE. *The Efficient Secretary*, chap. xiv, writing a good business letter.

LEFFINGWELL. *The Automatic Letterwriter and Dictation System*.

McCLELLAND. *Office Training and Standards*, chap. ii, handling correspondence.

MAXWELL. *If I Were Twenty-one*, chap. ix, writing a business letter.

NYSTROM. *The Economics of Retailing*, 303, the correspondence department of the mail order house.

ORCUTT. *The Writer's Desk Book*.

ROBISON. *Vocational Education*, 207-239, commercial education.

SHAW, A. W., Co. *How to Handle and Develop Your Own Business*, chap. iv, result-getting letters.

— *How to Manage an Office*.

WEBSTER. *English for Business*.



# FILING CLERK

- ALLEN. *Advertising as a Vocation*, 55.  
 DWYER. *The Business Letter*, Part V, the filing of letters and papers.  
 GARDNER. *Effective Business Letters*, chap. xxii, filing correspondence.  
 HOERLE and SALTZBERG. *The Girl and the Job*, 6 and 7.  
 KILDUFF. *The Private Secretary*, chap. vi, filing.  
 LANE. *The Efficient Secretary*, chaps. x and xi.  
 LIBRARY BUREAU. *Filing as a Profession for Women*.  
 McCLELLAND. *Office Training and Standards*, chap. vi, the filing system.

# OFFICE BOY

- ALLEN. *Advertising as a Vocation*, 43; 49, the office man; 79 and 80.  
 — *Business Employments*, 141 and 142, advancement of boys in the office department of a store; and 146 and 147, in the advertising department.  
 GOWIN and WHEATLEY. *Occupations*, 93, beginning as an office boy.  
 MCKEEVER. *Training the Boy*, 46 and 47.  
 WEAVER and BYLER. *Vocations for Boys*, 154–156, office work for the boy.

# OFFICE CLERK

- ALLEN. *Advertising as a Vocation*, 43 and 79.  
 — *Business Employments*, chap. ii, the general offices; iii, the factory offices; viii, the office department in retail trade; and Part III, banking.  
 CAHILL. *Office Practice*.  
 CODY. *Commercial Tests*.  
 The book contains numerous sample tests on the general work of the clerk.  
 — *How to Do Business by Letter*.  
 DEVINE. *Choosing a Boy's Career*, chaps. iv and viii, opportunity for the clerk in government service and commercial work in Great Britain.  
 DIXON. *Vocational Guidance for Girls*, 180–183, office work.  
 DWYER. *The Business Letter*.  
 FOWLER. *Starting in Life*, 321–336, the public service and Civil Service examination.  
 GALLOWAY. *Office Management*, Part VI, training and development of office workers.  
 GILES. *Vocational Civics*, chap. ii, Government service; 80–86, banking; and 134–139, the office force.  
 GORDON. *A Handbook of Employments*, 304, sorting clerks; 325–327, and 366 and 367, clerical department; and 393–395, Civil Service clerks.  
 GOWIN and WHEATLEY. *Occupations*, 87 and 88, office division; 127 and 140, Civil Service.  
 HOERLE and SALTZBERG. *The Girl and the Job*, 6–11, the office girls.  
 KELLEY and ALLEN. *The Shipbuilding Industry*, 209–217, departments and subdivisions of office workers at Hog Island.  
 KILDUFF. *The Private Secretary*, chap. vi, filing.  
 KING, J. E. *Business Arithmetic*.

- KOBER and HANSON. *Diseases of Occupation and Vocational Hygiene*, 443-446, abnormal positions of the body and corrective measures.
- LEAKE. *The Vocational Education of Girls and Women*, chap. xii, education for office service.
- LEFTINGWELL. *The Automatic Letterwriter and Dictation System*.
- McCLELLAND. *Office Training and Standards*.
- O'LEARY. *Department Store Occupations*.
- RINDSFOOS. *Purchasing*, 80-86, departmental organization.
- ROBISON. *Vocational Education*, 207-239, commercial education.
- ROLLINS. *What Can a Young Man Do?* 265-270, consular clerks.
- SHAW, A. W., Co. *How to Handle and Develop Your Own Business*, chap. viii, office methods.
- *How to Manage an Office*.
- STEVENS. *Boys and Girls in Commercial Work*, chaps. i-iv, and ix-xvii, relative numbers of the sexes in commercial employments, training for them, and the nature of the work of the clerk.
- TAPPAN. *Travelers and Traveling*, chap. iv, how freight and express are handled.
- WEAVER. *Vocations for Girls*, chap. xxii, office work; and xxiii, the Civil Service.
- WEAVER and BYLER. *Vocations for Boys*, chap. xxvii, banking, brokerage, and insurance; and xxix, the Civil Service; and 186, how one boy became a bank cashier.
- WILLIAMS, GEORGE H. *Careers for Our Sons*, 178-200, the Civil Service in Great Britain; 204-208, the post office and other departments; and chap. xviii, general clerkships.
- WOMEN'S EDUCATIONAL AND INDUSTRIAL UNION. *The Public Schools and Women in Office Service*.
- WOMEN'S EMPLOYMENT PUBLISHING CO. *Careers*, 249, 259, and 260, women as clerks in the Civil Service in Great Britain.
- WOMEN'S OCCUPATIONAL BUREAU. *Women in Banking in the City of Minneapolis*.

## STENOGRAPHER

- ALLEN. *Business Employments*, 45, the stenographic department.
- BARNES. *How to Teach Business Correspondence*.
- BOY SCOUTS OF AMERICA. *Business*, 1-13, 22 and 23.
- CAHILL. *Office Practice*.
- DWYER. *The Business Letter*.
- EATON and STEVENS. *Commercial Work*.
- Training and opportunities for girls in commercial work.
- FOWLER. *Starting in Life*, 119-128.
- GALLAGHER and MOULTON. *Practical Business English*.
- GALLOWAY. *Office Management*, Part IV, the control of correspondence and related activities; VI, the training and development of office workers.
- GILES. *Vocational Civics*, 134-139, the office force.
- GORDON. *A Handbook of Employments*, 346-348.

**STENOGRAPHER** (*continued*)

- GOWIN and WHEATLEY. *Occupations*, 87 and 88, office division; 93 and 94, self-preparation; and 127-140, Civil Service.
- HOERLE and SALTZBERG. *The Girl and the Job*, 11-17.
- KETLING. *Helpful Talks with Girls*, chap. xv.
- KILDUFF. *The Private Secretary*.
- LANE. *The Efficient Secretary*.
- LASELLE and WILEY. *Vocations for Girls*, chap. iii.
- LEFFINGWELL. *The Automatic Letterwriter and Dictation System*.
- MCCLELLAND. *Office Training and Standards*, chap. iii, stenographic work.
- ORCUTT. *The Writer's Desk Book*.
- OWEN. *The Secret of Typewriting Speed*.
- ROBISON. *Vocational Education*, 207-239, commercial education.
- ROLLINS. *What Can a Young Man Do?* chap. xxiv; and xxxix, service in the Philippines.
- STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*, 62-65, secretarial and stenographic work.
- STEVENS. *Boys and Girls in Commercial Work*, chaps. i-iv, and ix-xvii, relative numbers of the sexes in commercial employments, training for them, and the nature of the work of the stenographer.
- WEAVER. *Vocations for Girls*, chap. xxii, office work; and xxiii, the Civil Service.
- WEAVER and BYLER. *Vocations for Boys*, chap. xxiv, stenography and typewriting.
- WOMEN'S EDUCATIONAL AND INDUSTRIAL UNION. *The Public Schools and Women in Office Service*.
- WOMEN'S EMPLOYMENT PUBLISHING CO. *Careers*, 192 and 193, how to run a shorthand and typewriting office.

**TYPEWRITER**

- BARNES. *How to Teach Business Correspondence*.
- BOY SCOUTS OF AMERICA. *Business*, 1-13.
- CAHILL. *Office Practice*.
- CODY. *Commercial Tests*, 37-39; and 160-163, typewriting tests.
- DWYER. *The Business Letter*.
- EATON and STEVENS. *Commercial Work*.
- FOWLER. *Starting in Life*, 119-128.
- GALLAGHER and MOULTON. *Practical Business English*.
- GALLOWAY. *Office Management*, Part IV, the control of correspondence and related activities; VI, the training and development of office workers.
- GILES. *Vocational Civics*, 134-139, the office force.
- GORDON. *A Handbook of Employments*, 346-348.
- HOERLE and SALTZBERG. *The Girl and the Job*, 8.
- KETLING. *Helpful Talks with Girls*, chap. xv.
- KILDUFF. *The Private Secretary*.
- LANE. *The Efficient Secretary*.
- LASELLE and WILEY. *Vocations for Girls*, chap. iii.
- LEFFINGWELL. *The Automatic Letterwriter and Dictation System*.

MCCLELLAND. *Office Training and Standards*, chap. iii, stenographic work.

OWEN. *The Secret of Typewriting Speed*.

ROBISON. *Vocational Education*, 207-239, commercial education.

STEVENS. *Boys and Girls in Commercial Work*, chaps. i-iv, and ix-xvii, relative numbers of the sexes in commercial employments, training for them, and the nature of the work of the typewriter.

WEAVER. *Vocations for Girls*, chap. xxii, office work; and xxiii, the Civil Service.

Weaver and Byler. *Vocations for Boys*, chap. xxiv, stenography and typewriting.

WOMEN'S EDUCATIONAL AND INDUSTRIAL UNION. *The Public Schools and Women in Office Service*.

WOMEN'S EMPLOYMENT PUBLISHING CO. *Careers*, 192 and 193, how to run a shorthand and typewriting office.

## SECTION X

### A GENERAL LIST OF SOURCE MATERIAL

(Alphabetically Arranged)

**ADAMS, HENRY C.** *Description of Industry: An Introduction to Economics.* Henry Holt and Company, New York, 1918.

This book undertakes to describe the business world so as to show the forces that control and to provide a background for vocational training. For student, executive in business or industry, or general reader. The title is loosely used, including both manufacture and trade, but the text is simple and trustworthy.

**ADAMS, JOSEPH H.** *Harper's Electricity Book for Boys.* With an Explanation of Electric Light, Heat, Power, and Traction, and a Dictionary of Electrical Terms. Harper and Brothers, New York, 1907.

The story of electricity simply told. Its service to mankind, and the various kinds of apparatus invented for its use. A most excellent book, but necessarily lacking information upon very recent developments in the field.

— *Harper's Machinery Book for Boys.* Harper and Brothers, New York, 1909.

An account of the development of tools and machinery in common use. Suitable for use as a textbook, for supplementary reading, or for self-teaching. A very useful and interesting book.

— *Harper's Outdoor Book for Boys.* Harper's Practical Books. Harper and Brothers, New York, 1907.

The object of this book is to show boys how to do accurately things which are quite within their powers, and things which will be a means of satisfaction when accomplished. It tells how to make articles used about the home and in sport and recreation, such as chickencoops, skees and snowshoes, kites and aeroplanes, boats, and camping equipment. Every boy should have such a book in the play period of his life and from it would learn many lessons of thinking and acting for himself.

**AGGER, EUGENE E.** *Organized Banking.* Henry Holt and Company, New York, 1918.

This book grew out of a course on money and banking given by the author at Columbia University. Most of the basic structure was drawn from Dunbar's *Chapters on the History and Theory of Banking*. It was prepared both for the student and general reader. It treats the banking systems of England, France, and Germany and discusses at considerable length our own federal reserve system. The distinct contribution of the book lies in its method of approach and in its excellent organization of the material in this field.

**AIKEN, CHARLOTTE R.** *The Millinery Department.* Department Store Merchandise Manuals. The Ronald Press Company, New York, 1918.

The nature and manufacture of materials used in the millinery trade and the principles of taste in selection for wear. The book is designed for salespeople of millinery and contains useful information and suggestion.

ALEXANDER, HARTLEY BURN. *Letters to Teachers, And Other Papers of the Hour*. The Open Court Publishing Company, Chicago, 1919.

This volume presents a study of the educational problems of the present time in the State of Nebraska. It treats of the school and the community, the curriculum, school organization, the teacher's profession, and other important topics. It was written during the World War and is urgent with the call of the lessons of the war. The book is of value to all who are dealing with the training and direction of the young.

ALLEN, FREDERICK J. *Advertising as a Vocation*. Introduction by Professor Paul T. Cherington. The Macmillan Company, New York, 1919.

This book shows the nature, growth, and probable future of advertising, the divisions and extent of the field, the many kinds of mediums employed, and the various opportunities for employment to be found in publicity work. For young people and their advisers. Especial emphasis is placed upon the demands made upon the individual, the conditions necessary for success, and the rewards that may be found in this vocation.

— *Business Employments*. Ginn and Company, Boston, 1916.

The volume presents in a simple and clear manner the nature, extent, opportunities, and high demands of the business world. Modern methods of business organization and activity are shown by numerous charts, diagrams, descriptive and critical material, and statistics from the national census. It may be used as a textbook for grammar and high schools. Business experts were consulted at every step in the preparation of the work.

— *The Law as a Vocation*. Revised Edition. Introduction by William Howard Taft. Harvard University Press, Cambridge, 1919.

A critical study of opportunities, responsibilities, and rewards in the profession of the law, for those who may be considering this profession. "A model of scientific investigation and judicious exposition." The manuscript was submitted to many legal authorities for criticism. Instead of being written to attract and arouse enthusiasm, this book presents facts, and aims to dissuade the unfit, as well as to help the fit.

— *The Shoe Industry*. Revised and enlarged Edition. Henry Holt and Company, New York, 1921.

It is the purpose of this book to describe the nature, history, magnitude, operations and processes, employment opportunities, and future of the shoe industry, both for those already in it and for other persons, and their advisers and teachers, who may be considering employment in this field. Used as a textbook in the Boston Continuation School. "The most comprehensive and valuable industrial study yet made." — Professor F. G. Bonser.

ANDERSON, FREDERICK IRVING. *The Farmer of Tomorrow*. The Macmillan Company, New York, 1913.

This book discusses at length the two fundamental problems of farming, land and soil fertility. It presents the facts that less than one half of present farm land is improved and that the exhaustion of the fertility of the soil has become a subject of national importance. The information set forth is invaluable for those who desire to follow agricultural pursuits on a large scale, and helpful for any one engaged in farming.

ANDREWS, LINCOLN C., Captain U. S. Cavalry. *Fundamentals of Military Service*. J. B. Lippincott Company, Philadelphia, 1916.

The fundamental principles of training, nature, and requirements of military service. Prepared at the request of Major General Leonard Wood, U. S. Army, and under his supervision. Has special chapters by Major S. A. Cheney, Corps of Engineers, Captain C. A. Kilbourne, Coast Artillery Corps, Captain E. T. Collins, 10th Infantry, Captain C. A. Sloane, Signal Corps, and Lieut. J. S. Hammond, Field Artillery. A textbook for training in American military camps, and designed, also, to give the civilian information upon and an appreciation of military duty. A clear exposition of modern military science.

APPRENTICESHIP AND SKILLED EMPLOYMENT ASSOCIATION, THE. *Trades for London Boys and How to Enter Them*. Reissue, with additions. Longmans, Green, and Company, London, 1912.

Brief and technical descriptions of the leading trades which boys enter in Great Britain. In each case treatment is given to apprenticeship, wages, labor unionism, and such facts as should be known by a vocational adviser, parent, or boy who is going to enter the occupation. The trades presented are similar in their nature in the main to trades in our own country.

— *Trades for London Girls and How to Enter Them*. A companion book to "Trades for London Boys." Longmans, Green, and Company, London, 1909.

This booklet deals with industrial education for girls and with the trades open to them. It emphasizes the features of each occupation which should be known by the counselor and by the girl entering the employment. These two publications present excellent material for the student of vocational guidance.

AVES, ERNEST. *Juvenile Employment in the Building Trades*. Bloomfield's *Readings in Vocational Guidance*, 602-646. Ginn and Company, Boston, 1915.

Part of a Report of an Inquiry into the Conditions of Juvenile Employment in London. An excellent study, well arranged and of value to vocational counselor and worker.

BACON, FREDERICK H. *Everyday Law: A Plain Statement of the Elementary Principles of Law Governing Ordinary Business Transactions*. Robert M. McBride & Co., New York, 1913.

A brief and convenient handbook for those engaged in business affairs or wishing to know something of the nature of the law and its business applications.

BAKER, IRA OSBORN. *A Treatise on Masonry Construction*. John Wiley & Sons, New York, 1909.

Descriptions and characteristics of the materials of masonry construction, their preparation and use, and the building of foundations and other masonry structures. For student, engineer, and workman. The author is professor of civil engineering in the University of Illinois, and a widely known authority.

BALDWIN, SIMEON E. *The Young Man and the Law*. Vocational Series. The Macmillan Company, New York, 1920.

A discussion of the attractions of the legal profession, the objections to choosing it, the personal qualities and preparation necessary for success in it, and the ideals for which it stands. Designed for the young man who is about to choose a profession. The author has long been a professor in the Yale Law School and a widely known authority in the field of law. This book is the first of a vocational series of twelve volumes, to be written by representatives of different vocations.

BALL, KATHARINE F., and WEST, MIRIAM E. *Household Arithmetic*. J. B. Lippincott, Philadelphia, 1920.

The main purpose of this book is to train girls to understand and deal with the economic problems of the home. It is intended for use in regular arithmetic classes in the upper grades and in classes in household arts such as those in vocational schools organized under the Smith-Hughes Law. A practical and useful text.

BARHAM, GEORGE R. *Masonry: An Elementary Text-Book for Students in Trade Schools and Apprentices*. Longmans' Technical Handicraft Series. Longmans, Green, and Company, New York, 1914.

A technical treatise on the trade, of value both for student and worker.

BARNARD, CHARLES. *Tools and Machines*. Silver Burdett & Company, New York, 1903.

An account, in brief compass, of the development of tools, utensils, and instruments. Suitable for collateral study in vocational schools and of interest and value to the modern mechanic.

BARNES, CHARLES B. *The Longshoremen*. Russell Sage Foundation, New York, 1915.

A picture of the laborers of the waterfront, conditions which affect them, relations between them and their employers and bosses, and their own efforts to improve their lot in life. A wide and comprehensive study of a division of labor about which little has formerly been known, and a distinct contribution to industrial literature.

BARNES, NATHANIEL WARING. *How to Teach Business Correspondence: Methods, Materials and Assignments for Training Correspondents and Letter Writers*. A. W. Shaw Company, New York, 1916.

This book is designed to furnish those who train others to write business letters with effective methods, selected materials, and suggestive assignments for vitalizing their instruction. This is a helpful little book both for school use and instruction in business offices.

BARRETT, H. J. *How to Sell More Goods*. Harper and Brothers, New York, 1918.

A presentation of the work done by the traveling salesman and by the counter salesman, with a study of sales management and the attributes necessary for selling. Suitable for use in commercial courses and as a reference book. A practical and sensible treatment of the subject.

BARRITT, LEON. *How to Draw: A Practical Book of Instruction in the Art of Illustration*. Harper and Brothers, New York, 1904.

This book sets forth in a simple, practical way the basic principles of illustration. It is suitable for use in art classes and for private students. The chief value of the book consists in the excellence of its illustrative drawings.



BASSETT, SARA WARE. *The Story of Glass*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1916.

— *The Story of Leather*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1915.

— *The Story of Lumber*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1912.

— *The Story of Porcelain*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1919.

— *The Story of Silk*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1918.

— *The Story of Sugar*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1917.

These stories give simple accounts of the natures of the three industries treated and of the various kinds of work found in them. They were designed as reading materials up through the grades to the junior high school. They are well written and illustrated.

BASSETT, WILLIAM R. *Accounting as an Aid to Business Profits*. A. W. Shaw Company, New York, 1918.

Not a text treatise on accountancy, but an explanation of its principles and practices. Discusses the need of accounting, essentials of bookkeeping, accounting for the retailer and jobber, control reports for the executive, and similar divisions of the subject. Written for the business man who wishes to increase his profits and for the banker and investor who desire information on the bookkeeping of concerns with which they deal. A useful reference book for bookkeeper and accountant.

— *When the Workmen Help You Manage*. The Century Company, New York, 1919.

The distinctive value of this book is the emphasis placed upon giving workers a greater interest and keener joy in work than have obtained in large establishments in recent years. It presents principles for a satisfactory basis for modern management, and was designed for the capitalist, executive, and superintendent. It should be of great assistance in handling labor problems.

BATES, EDWARD L., and CHARLESWORTH, FREDERICK. *Mechanics for Builders*. Part I and Part II. Longmans' Technical Handicraft Series. Longmans, Green, and Company, New York, 1914.

The principles of mechanics that underlie design and form in buildings and other structures, adapted to text use and general consultation.

BENNETT, CHARLES A. *The Manual Arts*. Second Edition. The Manual Arts Press, Peoria, Illinois, 1919.

This book discusses the selection and organization of subject matter and methods of teaching in the manual arts. For normal classes and reading circles. The best brief treatise yet issued, perhaps, on the pedagogy of the subject.

BENNETT, HELEN M. *Women and Work: The Economic Value of College Training*. D. Appleton and Company, New York, 1917.

The values of college training for women, the problems of the college girl, and the place of the college girl among women. Especially suitable for the

counselor, student, and college graduate. The author is manager of the Chicago Collegiate Bureau of Occupations and writes out of her large experience in dealing with educated young women. The counsel of the book is sound and the treatment of the uses of psychology in vocational guidance safely conservative.

BEVERIDGE, ALBERT J. *The Young Man and the World*. D. Appleton and Company, New York, 1906.

This book presents a series of articles first printed in *The Saturday Evening Post*, and dealing with the relation of a person to the world, with the home, education, the law, public speaking, preaching, statesmanship, literature, and invention. It stands on the borderline between earlier inspirational books and later vocational guidance studies. The style is popular and powerful.

BEXELL, J. H. and NICHOLS, F. G. *Principles of Bookkeeping and Farm Accounts*. American Book Company, New York, 1913.

A simple textbook upon the bookkeeping and business practice usually associated with farming, designed for use in ungraded schools in rural communities. Suitable, also, for use on the farm.

BINNS, CHARLES F. *The Potter's Craft: A Practical Guide for the Studio and Workshop*. With 42 Illustrations and Plates. D. Van Nostrand Company, New York, 1910.

Presents the simple elements and practice of pottery work from the preparation of the clay to decoration and firing, with a short chapter on clay working for children. An attractive text showing well the nature of the occupation.

BISHOP, AVARD LONGLEY, and KELLER, ALBERT GALLOWAY. *Industry and Trade: Historical and Descriptive Account of Their Development in the United States*. Ginn and Company, Boston, 1918.

Representative industries are treated and considerable attention is given to agencies and method of distribution. The dominant purpose of the book is to afford a perspective of workday life as a developing unit. A textbook for use in industrial and commercial schools and a valuable addition to vocational literature, although sacrificing the idea of the worker to a description of the industry.

BLOOMFIELD, DANIEL. Compiler and Editor. *Selected Articles on Employment Management*. The H. W. Wilson Company, New York, 1919.

The purpose of this volume is to present the best material available on the new subject of employment management in the form of a handbook for ready reference. A selected bibliography and examples of employment bureau forms are included. It is designed for use by personnel executives and students in employment courses. A most valuable contribution to the literature of the field.

— *Labor Maintenance: A Practical Handbook of Employees' Service Work*. The Ronald Press Company, New York, 1920.

This volume points out the better method of what was once known as "welfare work," and makes clear the principles of sound service work in industrial and other establishments. It will be found of great value to the personnel manager and others interested in the various branches of employment service.

BLOOMFIELD, MEYER. *Labor and Compensation*. Volume 7, Factory Management Course. Industrial Extension Institute, New York, 1918.

This volume presents the details of the new science of labor management. It treats of the employment department, organizing the labor supply, analyzing the job, selecting employees, labor maintenance, service features, the labor executive, and other labor and economic subjects connected with management. For executives, employment managers, and ambitious young men who enter the field of industry. "This book aims to interpret the meaning of this new time in terms of sound managerial practice and initiative."

— *Management and Men: A Record of New Steps in Industrial Relations*. The Century Company, New York, 1919.

The main text of this book consists of articles written for *The Saturday Evening Post*, by which the author was commissioned near the close of the World War to investigate industrial conditions in Great Britain, including the period immediately following the armistice. Extensive illustrative material upon industrial relations has been added which brings an important message for industry in the United States. For managers and workers in industry in the United States.

— Editor. *Readings in Vocational Guidance*. Ginn and Company, Boston, 1915.

This volume brings together the best articles written by about forty authors, educators, vocational counselors, social workers, and others, during the first half decade of the vocational-guidance movement. The material is classified under the view point of vocational guidance, its foundations, examples of vocational information, and particular aspects of vocational guidance. It is a monumental work and should be in the hands of every vocational counselor.

— *Youth, School, and Vocation*. With an Introduction by Henry Suzzallo. Houghton Mifflin Company, Boston, 1915.

This book presents an extended study of principles and beginnings in vocational guidance. It constitutes a survey of the vocational-guidance movement and of the progress made in this country and abroad in the early period of the work. It is of permanent interest to the vocational counselor and all interested in the vocational welfare of young people.

BLOOMFIELD, MEYER, and WILLITS, JOSEPH H., Editors. *Personnel and Employment Problems in Industrial Management*. *The Annals*. The American Academy of Political and Social Science, Philadelphia, 1916.

Articles from many authorities in the field of employment management, describing the development of the movement and the employment practice of the time. The first considerable body of material brought together upon the subject, and designed to aid in the establishment and conduct of personnel departments.

BLUNT, KATHERINE, and SPRAGUE, ELIZABETH C. *Food and the War: A Textbook for College Classes*, prepared under the direction of the Collegiate Section of the United States Food Administration with the cooperation of the Department of Agriculture and the Bureau of Education. Houghton Mifflin Company, Boston, 1918.

Part I deals with the world food situation arising out of the war, and with food values; Part II, with the preparation and use of foods. The volume contains useful occupational information in its treatment of the sources and preparation of food products.

BOUGHTON, ALICE C. *Household Arts and School Lunches*. Cleveland Education Survey. The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the volumes of the Cleveland Education Survey. Treats of the place of household arts in elementary and secondary education, infant hygiene, household arts in Cleveland high schools, and related topics. Intended as an aid to the household arts teacher. A good exposition of progressive work and methods.

BOWSFIELD, C. C. *Making the Farm Pay*. Forbes & Company, Chicago, 1919.

Farming opportunities, the raising of vegetables, fruit, poultry, and dairy products, the marketing of produce, and other phases of agriculture. Expert information, for the person engaged in agriculture, upon securing the biggest returns from the soil and making farm life more attractive. One of the best and most widely used books.

BOY SCOUTS OF AMERICA. "*Be Prepared*": For Merit Badge Examinations. New York, 1919-1920.

A series of pamphlets issued by the Boy Scouts of America in connection with the scheme of awarding merit badges to first class scouts. Each pamphlet shows something of the nature and history of the occupation treated, its attractiveness, how to prepare for it, and its earnings. The treatment is well adapted to boys of the Scouting age, and useful for vocational guidance purposes.

The selected numbers of the series follow:

*Architecture*. Beverly S. King, Associate American Institute of Architects.

*Blacksmithing*.

*Business*.

*Cooking*. Horace Kephart.

*Electricity*.

*Firemanship*.

*Forestry*. Sidney L. Moore, Former Assistant District Forester, U. S. Forest Service.

*Gardening*.

*Handicraft*.

*Leather Working*.

*Life Saving*. Wilbert E. Longfellow, of American Red Cross.

*Mining*.

*Public Health*. Dr. T. Wood Clarke.

*Safety First*.

*Sculpture*. Walter S. Perry, Director School of Fine and Applied Arts, Pratt Institute, Brooklyn.

*Seamanship*.

BRACE, GEORGE M., and MAYNE, D. D. *Farm Shop Work*. With an introduction by C. A. Prosser. American Book Company, New York, 1915.

Written primarily for pupils in agriculture in elementary and secondary schools and in practical arts classes in rural schools. Of high value for all who have to do with repair and construction problems in farm and village life.

BREWER, JOHN M. *The Vocational-Guidance Movement*. The Macmillan Company, New York, 1918.

"The purpose of this book is to make clear the problems with which the vocational-guidance movement deals; to examine and evaluate the attempts so far made to solve these problems in schools and occupations; and to propose plans, in the light of what has already been accomplished, for the further progress of this movement." This is the standard text upon the subject and of value to all working in the field or interested in its development.

BREWSTER, EDWIN TENNEY. *Vocational Guidance for the Professions*. Rand McNally and Company, New York, 1917.

A vocational guidance study of the law, the ministry, teaching, medicine, science, engineering and invention, agriculture, literature and journalism and the fine arts. For the vocational counselor and youth. Like the earlier success books this little volume over-emphasizes the examples of successful persons, and contains some exaggerations of statement.

BROKAW, H. CLIFFORD, and STARR, CHARLES A. *Putnam's Automobile Handbook: The Care and Management of the Modern Motor-Car*. G. P. Putnam's Sons, New York, 1918.

This book presents the results of many years of teaching chauffeurs in the Automobile School of the West Side Young Men's Christian Association, New York City. It does not claim to be exhaustive but to give a working knowledge of the automobile so that the chauffeur or automobile owner may know how to deal with the ordinary difficulties that arise in driving a car. It is a practical first-aid treatise.

BROWN, CHARLES R. *Yale Talks*. Yale University Press, New Haven, 1919.

Ten lectures delivered at Yale, Harvard, Princeton, Columbia, Cornell, Amherst, Williams, and other colleges. Intended to help young men in passing from education into active life. A masterly treatise on the conduct of life.

BRYNER, EDNA. *Dressmaking and Millinery*. Cleveland Education Survey. The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the twenty-five sections of the Education Survey of Cleveland. Presents the nature of the sewing trades, present-day dressmaking, working conditions, and wages in the trade, millinery manufacture and business in Cleveland, learning by apprenticeship, training given in the public school, and the needs of workers. For teacher, girl, and parent.

— *The Garment Trades*. Cleveland Education Survey. The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

Another of the sections of the Cleveland Education Survey. Deals with the history of the industry, clothing manufacture in Cleveland, operations in the trade, sources of workers, earnings, regularity of employment, training and promotion, and preparation for entering the industry. For school and home use. These two volumes by Miss Bryner are simple, clear, exhaustive enough for practical purposes, and of high value to those entering the needle trades and to teachers in other communities.

BUCHANAN, FLORENCE. *Home Crafts of Today and Yesterday*. Harper and Brothers, New York, 1917.

How to make at home a variety of necessary and ornamental articles for home use. For the home maker, and suitable also for classes in arts and crafts. A helpful book of precise and clear instructions.

BUCHER, ELMER E. *Practical Wireless Telegraphy: A Complete Text Book for Students of Radio Communication*. Revised Edition. Wireless Press, New York, 1917.

A general treatment of the fundamentals of electricity and magnetism and the practical operation of a radio set. No attempt is made to treat the subject with rigid scientific accuracy or great completeness, but to enable one to understand and manipulate the apparatus. Fifty thousand copies printed in 1917 and 1918, for use in United States radio schools. The standard text in this new field.

BUREAU OF BUSINESS RESEARCH. *Bulletins*. Graduate School of Business Administration, Harvard University, Cambridge, Mass.

This series of bulletins does not describe the nature of the lines of business presented, but gives scientific treatment to certain important features in those lines, as indicated by the titles. The material was secured from hundreds of establishments throughout the country, and the studies were designed for business owners, wholesalers, retailers, managers, and accountants. The series is of very high value and comprises the following numbers:

1. *Object and History of the Bureau with Some Preliminary Figures on the Retailing of Shoes*. (Out of print.)
2. *Harvard System of Accounts for Shoe Retailers*. 1917.
3. *Harvard System of Accounts for Retail Grocers*. 1917.
4. *Depreciation in the Retail Shoe Business*. 1915.
5. *Expenses in Operating Retail Grocery Stores*. (Out of print.)
6. *Harvard System of Accounts for Shoe Wholesalers: Explanation of the Profit and Loss Statement*. 1917.
7. *Harvard System of Stock Keeping for Shoe Retailers*. 1916.
8. *System of Operating Accounts for Wholesale Grocers: Explanation of the Profit and Loss Statement*. 1916.
9. *Operating Expenses in the Wholesale Grocery Business*. 1917.
10. *Management Problems in Retail Shoe Stores*. 1918.
11. *System of Operating Accounts for Hardware Retailers*. 1918.
12. *Operating Expenses in Retail Hardware Stores*. 1919.
13. *Management Problems in Retail Grocery Stores*. 1919.
14. *Methods of Paying Salesmen and Operating Expenses in the Wholesale Grocery Business in 1918*.

BUREAU OF BUSINESS RESEARCH (*continued*)

15. *Operating Accounts for Retail Jewelry Stores.* 1919.
16. *Operating Accounts for Retail Drug Stores.* 1920.
17. *International Comparisons of Prices of Cotton Cloth.* 1920.
18. *Operating Expenses in Retail Grocery Stores in 1919.*
19. *Operating Expenses in the Wholesale Grocery Business in 1919.*
20. *Operating Expenses in Retail Shoe Stores in 1919.*
21. *Operating Expenses in Retail Hardware Stores in 1919.*

BURGESS, THORNTON W. *The Boy Scouts on Lost Trail.* The Boy Scouts Series. The Penn Publishing Company, Philadelphia, 1914.

— *The Boy Scouts on Swift River.* The Boy Scouts Series. The Penn Publishing Company, Philadelphia, 1913.

— *The Boy Scouts in a Trapper's Camp.* The Boy Scouts Series. Penn Publishing Company, Philadelphia, 1915.

— *The Boy Scouts of Woodcraft Camp.* The Boy Scouts Series. The Penn Publishing Company, Philadelphia, 1912.

The author is an experienced Scout-master, identified with the Boy Scout movement from its beginning. His stories carry a group of boys through a series of outdoor adventures and show how some got into trouble by neglecting good Scout principles, and how they were saved by observing those same principles. There is plenty of woodcraft, canoeing, camping and other outdoor experience in the stories.

BURNS, ELMER ELLSWORTH. *The Story of Great Inventions.* Harper and Brothers, New York, 1910.

An account of the mechanical devices used by man from the time of Archimedes to the modern aeroplane. For the young inventor, scientist, and all interested in the material progress of the race. Suitable for supplementary reading for school courses in science. A fascinating book.

BUTLER, ELIZABETH BEARDSLEY. *Saleswomen in Mercantile Stores:* Baltimore, 1909. New York Charities Publication Committee, Russell Sage Foundation, 1912.

This book presents the result of the investigation of the employment of women in thirty-four retail stores, approaching the department store type, in a single city. Baltimore was selected as representative of the average community. It presents the nature of employment, nationality, weekly wages, welfare work, and other information of special interest in the employment of women, and is of special value for the vocational guidance worker and young woman entering into employment.

BYROM, T. H. *The Physics and Chemistry of Mining: An Elementary Class-Book for the Use of Mining Students.* Third Edition. The Norman T. Henley Company, New York. Crosby Lockwood and Son, London, 1918.

Treats of the composition of air, and the importance of an abundant supply of it in mining; the constitution and properties of the gases met with in the mine; the behavior of these gases under varying conditions of temperature and pressure; and the indications of the barometer, the humidity of air in a mine, and the dangers of coal dust. This information is absolutely necessary to all who are in charge of work in the coal mines.

CABOT, RICHARD C. *Social Work: Essays on the Meeting-Ground of Doctor and Social Worker*. Houghton Mifflin Company, Boston, 1919.

Treats the historical development of social assistance in medical work, equipment of the social assistant, his work as an investigator, social therapeutics, and the motive of social work. For medical student, practitioner, assistant, and social worker. This book treats of a great and growing division of social service, in which the author is the leading authority.

— *Training and Rewards of the Physician*. Lippincott's Training Series. J. B. Lippincott Company, Philadelphia, 1918.

Training and opportunities in four divisions of the field of medicine, — research and teaching, general practice, specializing, and public health. For the prospective student of medicine. Dr. Cabot is widely known for his progressive attitude, and the book severely arraigns some of the present day practices in the field, both "orthodox" and "irregular cults." A powerful and searching book.

CADBURY, EDWARD. *Experiments in Industrial Organization*. Longmans, Green, and Company, New York, 1912.

Studies in the selection, education, and discipline of industrial employees, provisions for their health, safety, and recreation, and methods of pay and organization in industries in England a decade ago. Still of interest to the students of industrial conditions.

CAHILL, MARY F., assisted by RUGGERI, AGNES C. *Office Practice*. The Macmillan Company, New York, 1919.

A definitely organized course in general office training. Treats of the handling of mail, the filing of records, the use of time and labor-saving office machines, the use of the telephone, telegrams, and cablegram. Intended for use in the commercial high school. Very clear and practical.

CALKINS, EARNEST ELMO. *The Business of Advertising*. D. Appleton and Company, New York, 1915.

Shows briefly the work of those who deal in advertising. The nature and function of advertising, its various divisions, selling at retail, the qualifications and training necessary for the worker in an advertising department, organizations, and a business library. For the student, publicity worker, manager, or business man. Accurate, up-to-date, well written, a standard in the field.

CAMPBELL, H. COLIN. *Concrete on the Farm and in the Shop*. Second Edition. The Norman W. Henley Publishing Company, New York, 1920.

A brief treatment of the commonest every-day uses of concrete, describing the construction of tanks, posts, floors, and other things in which concrete has become an invaluable aid to the farmer. Written in simple language so that any farmer or farm laborer may easily follow its directions.

— *How to Use Cement for Concrete Construction for Town and Farm: Including Formulas, Drawing, and Specific Instruction to Enable the Reader to Construct Farm Equipment*. Stanton and Van Vliet Company, Chicago, 1920.

This book describes fully the various uses to which concrete may be put in rural localities. It is an ideal book for the agricultural school and a practical guide for the worker in concrete.



CANNON, IDA M. *Social Work in Hospitals*. Russell Sage Foundation, New York, 1913.

This volume presents the results of a wide investigation of the social service departments of hospitals in this country, and of a valuable experience in the work itself. It is written with sympathetic insight into the personal and social problems involved.

CARUS, PAUL. *Our Children: Hints from Practical Experience for Parents and Teachers*. The Open Court Publishing Company, Chicago, 1912.

This small volume treats of the importance of the first steps in the intellectual and emotional development of children. It discusses training in the fundamental principles of right living and the values of some of the early studies taken up in the schools. It emphasizes the finding of truth and beauty in the facts of nature rather than in imaginary abstractions.

CENTER, STELLA STEWART. *The Worker and His Work: Readings in Present-Day Literature Presenting Some of the Activities by Which Men and Women the World over Make a Living*. J. B. Lippincott Company, Philadelphia, 1920.

Selections from narrative, description, essay, and poetry, of interest to young people who are studying occupations.

CHANCELLOR, WILLIAM ESTABROOK. *Educational Sociology*. The Century Company, New York, 1919.

This volume presents a study of social movements, institutions, and measurement. It will be found of interest to the teacher and student of social conditions.

CHITTICK, JAMES. *Silk Manufacturing and Its Problems: Being a Series of Papers on Important Questions of Interest to All Those Engaged in the Manufacture and Distribution of Silks and Other Textiles*. James Chittick, New York, 1913.

This volume, founded upon the personal experience and observation of the author, presents the fullest treatment of the subject now available. While written primarily for the producers and distributors of silk goods it is of almost equal worth to those engaged in other branches of the textile industry. The author is a consulting silk specialist.

CLEVELAND EDUCATION SURVEY. The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, or Division of Education, Russell Sage Foundation, New York, 1916.

Twenty-five volumes on vocational education, nine of them presenting a vocational survey of the city of Cleveland. For these see Bryner, Edna; Fleming, Ralph D.; Lutz, R. R.; O'Leary, Iris P.; Shaw, Frank L.; and Stevens, Bertha.

These books describe the operations involved in the trades presented, the conditions of employment, the educational training needed, the opportunities for advancement, earnings, and other vocational features. They are simple enough to be used by parents and pupils as well as by teachers and investigators. While accurate local information is given, much of the material is sufficiently general to be applied to any city. The series represents the most extensive survey yet made in an American community and is indispensable to a vocational guidance or occupational library.

COAFMAN, JOHN. *How to Systematize Your Factory*. A. W. Shaw Company, New York, 1913.

Steps by which a run-down factory was put on a paying basis; how inventory was taken, stores listed, and classified, buying systematized, payroll compiled; how waste space was utilized and kinks in routine straightened. For the factory manager, purchasing agent, department superintendent, and accountant. Brief and practical.

COCHRANE, ROBERT. *The Romance of Industry and Invention*. W. & R. Chambers, Ltd., London.

Interesting accounts of some of the discoveries and inventions that have revolutionized industry and produced new methods in business.

COCKIN, T. H. *An Elementary Class-Book of Practical Coal-Mining*. The Norman W. Henley Company, New York. Crosby Lockwood and Son, London, 1918.

This book presents the fundamental elements of geology and gives a full account of the work done in coal-mining. It contains a map of the British coal-fields and over 200 illustrations specially drawn and engraved for this book. The material presented ranges from the simple facts that must be known by a worker in the mines to the scientific practices of the mining engineer.

CODY, SHERWIN. *Commercial Tests and How to Use Them*. World Book Company, Yonkers-on-Hudson, New York, 1919.

The principles of scientific tests and the use in the school room of the national business ability tests, devised by the leading commercial educators of the country. For use with commercial students and of high value in training.

— *How to Do Business by Letter*. Business Practice Series. World Book Company, Yonkers-on-Hudson, New York, 1918.

An extended discussion of the principles and practice of ordinary commercial correspondence and of securing business by mail. For commercial schools and classes. The book emphasizes the value of the psychological appeal in a business letter and the desirability of using language which avoids both modern business slang and old-time formality. It is especially valuable in its treatment of correct English.

COE, FANNY E. *Heroes of Everyday Life: A Reader for the Upper Grades*. Ginn and Company, Boston, 1911.

Selections from popular literature dealing with the work of men in everyday walks of life in which duty is the paramount issue. Excellent reading for young people both in the school and at home.

COHEN, JULIUS HENRY. *An American Labor Policy*. The Macmillan Company, New York, 1919.

A sane discussion of some of the leading problems at present uppermost in the labor world, pointing out that the economic law is often at variance with the legal statute and that all who deal with labor should understand its economic problems. The author is one of the safest and wisest leaders in the labor movement.

**COLLET, CLARA E.** *Conditions of Juvenile Employment in the Bookbinding and Stationery Trades (Girls) in London, October, 1911–March, 1912.* Bloomfield's *Reading in Vocational Guidance*, 666–678. Ginn and Company, Boston, 1915.

A Report on an Inquiry communicated by the Board of Trade to the London Juvenile Advisory Committee for use in connection with the Juvenile Section of the London Exchanges.

Important occupational facts secured from 100 firms in bookbinding or stationery manufacture, and employing over 17,000 persons, summarizing the work done by girls and women.

— *Conditions of Juvenile Employment in the Ready-made Women's Clothing Trades in London in the Spring of 1911.* Bloomfield's *Readings in Vocational Guidance*. Ginn and Company, Boston, 1915.

Also a report of the Board of Trade for the Juvenile Section of the London Exchanges. Vital information, briefly summarized, upon the employment of young people in the garment trades.

**COLLINS, A. F.** *Easy Lessons in Wireless: A Practical Course of Instruction on the Principles, Construction, and the Workings of Wireless Apparatus for the Use of Students, Experimenters, and Operators.* Theo. Audel & Company, New York, 1917.

This is a pocket manual suitable for class instruction and for reference use by the operator.

**COLLINS, NELSON.** *Opportunities in Merchant Ships.* Harper and Brothers, New York, 1919.

This little volume discusses the reasons for and against going to sea, how to get to sea, and what to do on shipboard. It gives helpful information on ship companies and ocean trade, and upon the use of spare time at sea.

**COMMONS, JOHN R., and ANDREWS, JOHN B.** *Principle of Labor Legislation.* Harper and Brothers, New York, 1916.

A statement of the bases on which labor laws have been enacted. For the student of labor problems. Contains twenty-four pages of selected bibliography upon the subject of labor legislation.

**CONYNGTON, THOMAS, and SMART, ELIZABETH A.,** Collaborator. *Business Law: A Working Manual of Every-day Law.* The Ronald Press Company, New York, 1918.

Presents the general theory of law, contracts, sales, agency, negotiable instruments, insurance, forms of business organization, property, wills, taxation, and other topics. Designed as a manual of advice for those who own property, do business, or engage in financial affairs. Suitable also for use in business and law courses. Excellent and authoritative.

**COOKE, MORRIS LLEWELLYN,** Editor. *Modern Manufacturing: A Partnership of Idealism and Common Sense.* *The Annals.* The American Academy of Political and Social Science, Philadelphia, 1919.

A series of articles by men of high standing in the fields of business and industry upon the present-day problems of production. Deals with the aims of industry, location, size, organization, personnel, production, finance, selling, research, and publicity. Excellent material for managers, superintendents, and foremen.

COPELAND, MELVIN T., Editor. *Business Statistics*. Harvard University Press, Cambridge, 1917.

This book treats of statistical methods, statistical indices of business conditions, statistics of sales and advertising, statistics of factory manufacture, and statistics for the chief executive. It is primarily a book of suggestions for chief executives in both large and small establishments. The body of the book consists of articles prepared by well known experts in record keeping in ordinary business. It is a distinct contribution to business literature.

CORBIN, JOHN. *Which College for the Boy?: Leading Types in American Education*. Houghton Mifflin Company, Boston, 1908.

Sketches of six typical American Universities, presenting such information as is most likely to help one in choosing among them, and including chapters upon "The Farmer's Awakening," and "The Small College versus the University."

CRANE, W. E. *American Stationary Engineering*. Third Edition, Revised. The Norman W. Henley Publishing Company, New York, 1917.

A practical work which begins at the boiler room and takes in the whole power plant. Gives plain description of everyday work about engines, boilers, and their accessories; also facts, rules, and general information gathered from thirty years' practical experience by the author as running, erecting, and designing engineer. Both a text and reference work.

CRAWSHAW, FRED D. *Problems in Furniture Making*. Ninth Edition. The Manual Arts Press, Peoria, Illinois, 1919.

Material on the design and construction of furniture and methods of finishing. A partial text and reference book for wood-working classes, designed to follow one year's bench work. Forty-three full-page working drawings of furniture in common use.

CROMWELL, ARTHUR D. *Agriculture and Life: A Text-Book for Normal Schools and Teachers' Reading Circles*. J. B. Lippincott Company, Philadelphia, 1915.

Most of the material of the book consists of lectures delivered before Farmers' and Teachers' Institutes. It covers very fully the problems of the various divisions of the industry. It is of too advanced and general a nature to be used for ordinary agricultural school classes. Its treatment of the problems of country life is especially helpful.

CROY, MAE SAVELL. *1000 Shorter Ways around the House: A Handbook of the Home, the Building, the Furnishing, and the Work Therein*. G. P. Putnam's Sons, New York, 1916.

Hints for relieving the strain of general housework and of cooking. A useful book for women in the home.

CURTIS, ALICE TURNER. *The Story of Cotton*. The Industrial Series. The Penn Publishing Company, Philadelphia, 1911.

In the form of a simple child's story, this book gives an interesting and clear account of the raising of cotton.

CURTISS, GLENN H., and POST, AUGUSTUS. *The Curtiss Aviation Book*. Frederick A. Stokes Company, New York, 1912.

The story of the work of a pioneer American aviator and a brief history of aviation, written for "boys and girls — the air pilots of the future."

DAVIS, ANNE. *Occupations and Industries Open to Children between Fourteen and Sixteen Years of Age*. Board of Education, Chicago, 1914. Bloomfield's *Readings in Vocational Guidance*, 542-556.

This article treats of the kinds of work open to children in Chicago, and gives the leading facts relating to fifteen of the occupations. For teachers, parents, and pupils. A good study of the disadvantages of entering employment too early and unprepared.

DAVIS, JESSE BUTTRICK. *Vocational and Moral Guidance*. Ginn and Company, Boston, 1914.

This book treats of the problems of both vocational and moral direction in the public schools. Its chief value lies in its presentation of the "Grand Rapids plan," the use of English composition as a means of securing a knowledge of the occupations. The book is of especial value to counselors and teachers of English and civics.

DEAN, ARTHUR D. *The Worker and the State: A Study of Education for Industrial Workers*. Introduction by Andrew S. Draper. The Century Company, New York, 1910.

A good survey of industrial education in the first decade of this century, and of value still to those who are engaged in this field of education.

DE HAAS, J. ANTON. *Business Organization and Administration*. The Gregg Publishing Company, New York, 1920.

The essential facts about the best business practice that may be taught in commercial classes of the high school grade. A good book for student, business worker, and executive.

DEVINE, HENRY C. *Choosing a Boy's Career*. Henry J. Glaisner, 55 & 57 Wigmore Street, London, 1914.

General consideration of the choice of a career, a brief survey of the occupational world, and the major features of the common occupations for boys. The author was the founder of the Future Career Association, which was established in London in 1904.

DE VRIES, HUGO. *Plant-Breeding: Comments on the Experiments of Nilsson and Burbank*. The Open Court Publishing Company, Chicago, 1907.

This volume treats of the discovery of the elementary species of agricultural plants, of the production of horticultural novelties by Luther Burbank, of plant-breeding, and the distribution of plants. It is suitable for study and reading by advanced classes in agricultural schools and others interested in scientific agriculture. It is of high value in presenting the most important developments in the plant world in recent years.

DEWEY, EVELYN. *New Schools for Old: The Regeneration of the Porter School*. E. P. Dutton & Company, New York, 1919.

This book presents an account of the work done by Mrs. Marie Turner Harvey in the Porter School near Kirksville, Missouri. It discusses the country life movement, the place of the country school, community growth, organizing of school forces, agriculture, and preparation for it. For the teacher and person interested in country life and education. The material presented is valuable and suggestive of much that may be accomplished in other communities.

DEWEY, EVELYN, and DEWEY, JOHN. *Schools of To-morrow*. E. P. Dutton and Company, New York, 1915.

A study of the practical working out of advanced theories of education in selected schools, and a presentation of the needs of modern education. Of inspiration and value to all interested in school improvement and efficiency.

DICKSON, MARGUERITE STOCKMAN. *Vocational Guidance for Girls*. Rand McNally and Company, New York, 1919.

Discusses woman's place in society, the home, adolescence, training for homemaking and other work, occupations for girls, and marriage. For the parent, counselor, and girl herself. Written out of long experience as a teacher and homemaker. An excellent book.

DIMOCK, JULIAN A. *The New Business of Farming*. Frederick A. Stokes Company, New York, 1918.

A condensed handbook on the business side of farming, presenting the general principles which underlie success. Some of the topics are, size of farm, necessary capital, rotation of crops, marketing, live stock, opportunity for the individual, and the farm as a home. The book is intended for the farmer who has not had business experience and for the inexperienced farm buyer, and presents important information in brief and popular form.

DOMVILLE-FIFE, CHARLES W. *Submarine Engineering of Today: A Popular Account of the Methods by which Sunken Ships are Raised, Docks Built, Rocks Blasted Away, Tunnels Excavated, and many other Feats of Engineering beneath the Surface of the Water, together with a Description of the Latest Types of Submarine Boats*. J. B. Lippincott Company, Philadelphia, 1914.

This volume deals with the application of many forms of land engineering and construction to under-water work. It is an interesting account of a most important development in modern science.

DONHAM, S. AGNES. *Marketing and Housework Manual*. Little, Brown, and Company, Boston, 1918.

A simple and clear text for classes in household management, developed out of the author's many years of experience in teaching girls in the Garland School of Home Making, Boston.

DOOLEY, WILLIAM H. *A Manual of Shoemaking and Leather and Rubber Products*. Little, Brown, and Company, Boston, 1912.

A popularly written treatise on shoe terms, tanning, shoe styles, the departments of a shoe factory, kinds of shoes, other leather products manufacture, and rubber shoe manufacture. Designed as a textbook for industrial schools. A good introduction to present day methods in the industry.

— *Principles and Methods of Industrial Education*. Houghton Mifflin Company, Boston, 1919.

The purpose of this book is to meet the problem of training teachers for industrial schools. It presents the principles of education and methods of teaching as applied to industrial education, and the needs of the industries from both the social and economic points of view. It offers a constructive plan of industrial education and teacher training. "Its value," says Dr. Charles A. Prosser in his introduction to the book, "lies in its compact summing up of facts and principles."

DOOLEY, WILLIAM H. *Textiles*, for Commercial, Industrial, Evening, and Domestic Arts Schools. Also Adapted for Those Engaged in Retail and Wholesale Dry Goods, Wool, Cotton and Dressmakers' Trades. D. C. Heath & Company, Boston, 1910.

This book explains the manufacture and testing of the various products of the textile mills. Essential information only is given and in clear and interesting style.

— *Vocational Mathematics*, D. C. Heath & Company, Boston, 1915.

A practical course in mathematics, meant to supplement the regular course in school and shop. Facts and formulae used in the mechanical trades throughout the leading branches of industry. A valuable text.

DUNTON, WILLIAM RUSH. *Occupation Therapy: A Manual for Nurses*. W. B. Saunders Company, Philadelphia, 1915.

This book gives a historical sketch of occupational therapy, the psychological aspects of occupations and the general work of the nurse in this kind of reconstruction hospital. It describes fully and clearly the various forms of occupations now in use and is illustrated with original drawings.

— *Reconstruction Therapy*. W. B. Saunders Company, Philadelphia, 1919.

This book sums up the development in the field of medical science and the art of healing that has been brought to general attention and interest as a result of the World War. It is intended to serve as a guide to those who are engaged in occupational therapy in hospitals and other institutions. It has numerous illustrations of ingenious and practical appliances for the use of disabled workers. The author is President of the National Society for the Promotion of Occupational Therapy.

DWYER, ION E. *The Business Letter*. Houghton Mifflin Company, Boston, 1914.

This book takes the student beyond the merely mechanical makeup of the letter and aims to develop in him ability to write with the proper business atmosphere. It emphasizes principles and methods rather than technicalities. A useful text.

EATON, JEANNETTE, and STEVENS, BERTHA M. *Commercial Work and Training for Girls*. The Macmillan Company, New York, 1915.

An outgrowth of the work of The Girls' Bureau of Cleveland, showing the nature of the office work done by girls and the training necessary for success in it. For the teacher, vocational counselor, and social worker. The book is based on a study of girls applying to the bureau for office employment and in employment and of commercial courses in public and private schools, and its conclusions are applicable to conditions in any large community.

EMERSON, HARRINGTON. *Efficiency as a Basis for Operation and Wages*. The Engineering Magazine, New York, 1909.

This volume treats of scientific management as the foundation of success in industry and in contributing to the welfare of the workers and of society. It is of especial value to the industrial executive and business manager.

ETTINGER, RICHARD P., and GOLIEB, DAVID E. *Credits and Collections*. Prentice-Hall, Inc., New York, 1917.

The nature of credit and its uses in the business world, the securing and analyzing of credit information, collection systems and their use in securing payment of bad debts, and information concerning credit insurance, guarantees, and assignment of accounts. A business college textbook and useful for the business man. The authors are men of extensive professional and business experience, as well as instructors in New York University, and have brought together exhaustive and authoritative material in this volume.

FAIRCHILD, C. B., Jr., under the supervision of T. E. MITTEN. *Training for the Electric Railway Business*. Lippincott's Training Series, J. B. Lippincott Company, Philadelphia, 1919.

The purpose of the book is to explain, non-technically, the business side of electric railroading and, by defining the electric railway organization and its varied functions, to give an insight into the requirements, opportunities, and training involved in the several departments of this exacting business. For the young man who wishes to enter this field of employment and for the student of business affairs. A good treatment of the subject and of the great service of the electric railway.

FALL, FRANK ANDREWS. *Working for the Boss*. The Platt & Nourse Company, New York, 1913.

This book tells what an employer owes his employees and what they owe him. Written for young workers, it should inspire more faithful and efficient service and more altruistic supervision.

FARRINGTON, FRANK. *The Clerks' Book*. Byxbee Publishing Company, Chicago, 1907.

Bits of advice upon personal conduct for the selling clerk or salesperson in the ordinary store. A worth while volume of pocket size.

FEDERAL BOARD FOR VOCATIONAL EDUCATION, THE. *Bulletins*. Washington, D. C.

These bulletins have been prepared by experts employed by The Federal Board for use in its administration of the Smith-Hughes Law among the various states. They are of especial interest to those concerned in the problems of vocational education. The numbers lately available for general distribution are as follows:

12. *Emergency War Training for Airplane Mechanics — Engine Repairmen, Wood-workers, Riggers, and Sheet-Metal Workers*. 1918.
13. *Agricultural Education — Organization and Administration*. 1918.
15. *The Evolution of National Systems of Vocational Reeducation for Disabled Soldiers and Sailors*. 1918.
16. *Emergency War Training for Radio Mechanics and Radio Operators*. 1918.
17. *Trade and Industrial Education — Organization and Administration*. 1918.
18. *Evening Industrial Schools*. 1918.
19. *Part-Time Trade and Industrial Education*. 1918.



## FEDERAL BOARD FOR VOCATIONAL EDUCATION, THE (continued)

20. *Buildings and Equipment for Schools and Classes in Trade and Industrial Education.* 1918.
21. *The Home Project as a Phase of Vocational Agricultural Education.* 1918.
22. *Retail Selling.* 1918.
23. *Clothing for the Family.* 1918.
24. *Vocational Education for Foreign Trade and Shipping.* 1918.
25. *Ward Occupations in Hospitals.* 1918.
26. *Agricultural Education — Some Problems in State Supervision.* 1918.
27. *The Training of Teachers of Vocational Agriculture.* 1919.
- ✓ 28. *Home Economics Education — Organization and Administration.* 1919.
29. *Treatment and Training for the Tuberculous.* 1919.
30. *Evening and Part-time Schools in the Textile Industry of the Southern States.* 1919.
31. *Training Courses in Safety and Hygiene in the Building Trades.* 1919.
32. *The Agricultural and Industrial Community for Arrested Cases of Tuberculosis and Their Families.* 1919.
33. *Productive Vocational Workshops for the Rehabilitation of Tuberculous and Otherwise Disabled Soldiers, Sailors, and Marines.* 1919.
- ✓ 34. *Commercial Education — Organization and Administration.* 1919.
35. *Use and Preparation of Food.* 1919.
36. *Foreman Training Courses.* 1919.
39. *Coal-Mine Gases.* 1919.
43. *The Labor Audit — A Method of Industrial Investigation.* 1919.
52. *Theory and Practice: Outlines of Instruction in Related Subjects for the Machinist's Trade, Including General Trade Subjects for Certain Other Occupations.* 1919.

FILENE, CATHERINE, Editor. *Careers for Women.* Houghton Mifflin Company, Boston, 1920.

A collection of studies of the vocations open to women, written by women who are successfully doing the work they describe, and of especial value to high school and college undergraduates about to choose a career. Each article describes a particular occupation, giving its nature, advantages and disadvantages, preparation and necessary qualifications, earnings, opportunities for advancement, and other information of high vocational import. Miss Filene is the successful Director of the Intercollegiate Vocational Guidance Association.

FILSINGER, ERNST B. *Exporting to Latin America: A Handbook for Merchants, Manufacturers, and Exporters.* D. Appleton and Company, New York, 1916.

This volume presents an exhaustive analysis of the problems involved in United States commerce with Latin America. The author has been United States consul of Costa Rica and Ecuador and was formerly President and Commissioner to Latin America of the Latin American Foreign Trade Association. This volume is a high contribution to the rebuilding of world commerce in this post-war period.

- FLEMING, RALPH D. *Railroad and Street Transportation*. Cleveland Education Survey. The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the twenty-five sections of the Cleveland Education Survey. Presents the nature of the various kinds of transportation, requirements for entering them, promotion, discipline, union organization, accidents, wages, hours of labor, and similar topics. For teachers and those who may wish to enter this field of occupation. The information given is brief and to the point.

- FORBES, B. C. *Men Who Are Making America*. B. C. Forbes Publishing Company, New York, 1917.

Analytical personal studies of the lives of fifty of America's foremost business and financial leaders of the present time. Intended for the general reader. Of high inspirational value to ambitious boys and young men and of practical value to those who wish to enter the lines of business and industry included in the volume.

- FORMAN, S. E. *Stories of Useful Inventions*. The Century Company, New York, 1919.

The history of those inventions which have proved most useful to man in his daily life, and have marked the pathway of human progress. Suitable for public school use and for the general reader. The first single volume presenting these inventions briefly and graphically. Richly illustrated.

- FOWLER, NATHANIEL C., Jr. *Starting in Life: What Each Calling Offers Ambitious Boys and Young Men*. Little, Brown, and Company, Boston, 1910.

Popular accounts of the nature, work, opportunities, and rewards of thirty-two lines of occupation open to boys and young men. Written to aid the parent and young person about to enter into work. This book is one of the first that preceded the vocational guidance movement and lacks something of the practical, scientific method of the vocational counselor. It contains some exaggerations and unwarranted statements. A large part of its value lies in its inspiration and use of letters from successful men.

- FRADENBURGH, A. G. *American Community Civics for High Schools and Junior High Schools*. Hinds, Hayden & Eldredge, Inc., New York, 1919.

This book treats of the nature of civil government and civics, and local, state, and national forms of government, and gives information about public affairs which should be familiar to all citizens.

- GALLAGHER, OSCAR CHARLES, and MOULTON, LEONARD BOWDOIN. *Practical Business English*. Houghton Mifflin Company, Boston, 1918.

A study of the use of English in business transactions, in the business activities of the school, and in the large divisions of the business world. For commercial and high schools. Founded upon experience in teaching and the business practice of numerous commercial establishments.

GALLOWAY, LEE. *Office Management: Its Principles and Practice*, Covering Organization, Arrangement, and Operation with Special Consideration of the Employment, Training, and Payment of Office Workers. The Ronald Press Company, New York, 1918.

Deals with the principles of office organization, layout, equipment, various kinds of office work, and the securing, training, and development of workers. A textbook for college courses in business. Useful also for the office worker, department head, office manager, and business manager. A comprehensive and standard work.

GANTT, H. L. *Industrial Leadership*. Yale University Press, New Haven, Conn., 1916.

The principles of leadership by which the author has himself attained the position of leader in the industrial world. Task analysis, elimination of useless operations, right conditions of work, steadying employment, wages, and similar important topics. For those engaged in the administration of industrial enterprises. While not logically arranged, the material is sound and in keeping with modern scientific management.

— *Organizing for Work*. Harcourt, Brace and Howe, New York, 1919.

The doctrine that an unconquerable democratic civilization can be established only by purging our economic system of autocratic practices of every kind. A genuine contribution to reconstruction.

— *Work, Wages, and Profits: Their Influence on the Cost of Living*. Works Management Library. The Engineering Magazine Company, New York, 1910.

Application of the scientific method to the labor problem, utilization of labor, compensation, training in habits of industry and coöperation, profits and their bearing upon the cost of living. For the manager of industrial enterprises. The book embodies the fundamental principles of scientific management, in which the author was long associated with Frederick W. Taylor, and is a masterly interpretation of industrial conditions ten years ago.

GARDNER, EDWARD HALL. *Effective Business Letters: Their Requirements and Preparation, with Specific Directions for the Various Types of Letters Commonly Used in Business*. The Ronald Press Company, New York, 1915.

Treats of make-up of letters, errors in language, letters of information, orders, remittances and enclosures, acknowledgments, adjustments, filing, and the principles of effective writing. A textbook for college courses in business-letter writing. A very comprehensive and valuable volume. An excellent reference work for the business man.

GERSTENBERG, CHARLES W. *Materials of Corporation Finance*. Third Revised Edition. Prentice-Hall, Inc., New York, 1915.

This volume, containing over one thousand pages, presents original forms, drawn up by experienced corporation lawyers, which show in detail the actual instruments used in the organization, funding, financial management, and reorganization of well known corporations. The book is invaluable for those who have to do with this kind of business.

GERSTENBERG, CHARLES W. *Principles of Business*. Prentice-Hall, Inc., New York, 1918.

The underlying principles of scientific method and their application to the departments of business, — organization, finance, management, advertising and selling, traffic, credits, and accounting. For the young man just entering business and for the experienced business man. Clear, simple, and concrete in language, and of high practical value.

GIBBS, CHARLOTTE M. *Household Textiles*. Whitcomb & Barrows, Boston, 1912.

A treatise upon the early development of the textile arts, spinning and weaving, fibers, bleaching and dyeing, hygiene of clothing materials, design and color, labor conditions in the textile industries, and the arts and crafts movement. A textbook for high school courses and an outline for advanced study. Written in simple and clear language.

GILBRETH, FRANK B. *Primer of Scientific Management*. D. Van Nostrand Company, New York, 1912.

A popularly written treatise on scientific management, dealing with definitions, principles, their application in industry, their effect upon the worker, and the relation of scientific management to other lines of activity. This clear and simple book has served as an aid to managers, superintendents, and foremen in their efforts to improve management practice.

GILBRETH, L. M. *The Psychology of Management: The Function of the Mind in Determining, Teaching, and Installing Methods of Least Waste*. Sturgis & Walton Company, New York, 1914.

This volume presents a detailed study of the subject, dealing with individuality, functionalization, measurement, analysis and synthesis, standardization, records and programs, teaching in industry, incentives in employment, and welfare. Suitable for students of the subject and industrial executives. A comprehensive book and an earnest plea for scientific management.

GILES, FREDERIC MAYOR, and GILES, IMOGENE KEAN. *Vocational Civics: A Study of Occupations as a Background for the Consideration of a Life-Career*. The Macmillan Company, New York, 1919.

This book, which is an outgrowth of experience in giving vocational counsel to young people, presents a detailed study of the leading groups of occupations. It discusses their nature, demands, rewards, and other vocational guidance features. It was designed for vocational counselors and life-career classes, and the vocational guidance material of the book is well treated.

GILLETTE, JOHN M. *Vocational Education*. American Book Company, New York, 1910.

Organized as a course of lectures in the College of Education of the University of North Dakota where the author is professor of sociology. Deals with the educational renaissance, social demands of education, and methods of socialization. For administrators and teachers in elementary schools. The book represents a phase in the development of vocational education and principles and ideals that are still followed.

**GIRLS' TRADE EDUCATION LEAGUE.** *Confectionery Manufacture.* Bulletin No. 13, Vocations for Boston Girls. Boston, 1912. Bureau of Vocational Guidance, Harvard University.

Based upon information secured by studying selected typical confectionery establishments in Greater Boston and upon interviews with representative persons in the industry. For the use of teachers, parents, and girls. Good vocational guidance information.

— *Knit Goods Manufacture.* Bulletin No. 14, Vocations for Boston Girls. Boston, 1912. Bureau of Vocational Guidance, Harvard University.

Based upon information secured from a number of typical knitting mills in Greater Boston and interviews with representative persons in the industry. For teachers, parents, and girls who may enter this occupation.

— *Paper Box Making.* Bulletin No. 12, Vocations for Boston Girls. Boston, 1912. Bureau of Vocational Guidance, Harvard University.

A study of paper box making, including information secured from persons having a practical knowledge of the industry. For teachers, parents, and girls.

**GORDON, MRS. OGILVIE.** *A Handbook of Employments.* The Rosemount Press, Aberdeen, Scotland.

This interesting volume deals with employment conditions for boys and girls in Scotland in the first decade of the present century. It gives information upon educational training and securing employment, tables of the occupations, and detailed information upon the various occupations. It is very comprehensive and valuable for vocational guidance purposes in any community.

**GOWIN, ENOCH BURTON.** *The Executive and His Control of Men: A Study in Personal Efficiency.* The Macmillan Company, New York, 1915.

This volume, in brief, treats the executive as an individual, as a leader, and as an organizer and controller of labor forces. For advanced classes and persons in managerial positions. The conclusions of the book are sound, and the psychological problems involved are well treated.

**GOWIN, E. B., and WHEATLEY, W. A.** *Occupations: A Textbook in Vocational Guidance.* Ginn and Company, Boston, 1916.

A detailed study of the most important vocations, with broad outlines of the more important divisions and summaries of positions and fields of work. It deals mainly with work open to the boy, but presents such essential facts and outlines of study as give it value for general use. One of the best books now available for high school life-career classes. Well written, logical in arrangement, and rich in vocational guidance material.

**GRANT, PERCY STICKNEY.** *Fair Play for the Workers: Some Sides of Their Maladjustment and the Causes.* Moffat, Yard and Company, New York, 1918.

Domestic problems and foreign war, the worker's unrest, the working man and patriotism, Americanization of the immigrant worker, the law and the worker, the waste of ignorance and competition, and the influence of labor organization. The object of this volume is to call attention to some of the consequences of blindness to the world's democratic activities. Of use to the student of labor and social conditions.

GRAY, ALEXANDER. *Principles and Practice of Electrical Engineering*. McGraw-Hill Book Company, Inc., New York, 1917.

This book elaborates the fundamental principles of electrical science. It is suitable for class use or private reading. It was designed for men who desire a broad idea of electrical engineering and have a limited amount of time to devote to the subject.

GREEN, SAMUEL B. *Popular Fruit Growing*. Farm Science Series. Webb Publishing Company, St. Paul, 1917.

This volume presents all phases of horticulture, from the preparation of the soil to the marketing of the product. It was prepared as a text for classes in agricultural schools and for use by all fruit growers. Although the treatment of the subject is practical and scientific, the language is simple and direct.

— *Vegetable Gardening: A Manual on the Growing of Vegetables for Home Use and Marketing*. Farm Science Series. Webb Publishing Company, St. Paul, 1914.

This book contains full directions for the right care and management of a farm or market garden. It is the result of many years of study and experiment in vegetable growing, by the author, and is a practical and authoritative work, and an excellent text and reference work.

GRIFFITH, IRA SAMUEL. *Carpentry*. Fourth Edition. The Manual Arts Press, Peoria, Illinois, 1919.

This book treats of the practical problems of the carpenter and house builder from the laying of foundations to the completion of the interior finish. It was designed for use in trade and technical schools and by the carpenter's apprentice. It presents the fundamentals of the trade clearly and is well illustrated.

— *Correlated Courses in Woodwork and Mechanical Drawing*. Eighth Edition. The Manual Arts Press, Peoria, Illinois, 1919.

Covers classification and arrangement of tool operations, stock bills, cost of material, records, shop conduct, maintenance, equipment, and lesson outlines for grammar and high schools. The most complete treatment of the teaching of woodworking yet issued. Useful also to the advanced student.

— *Essentials of Woodworking*. Fifteenth Edition. The Manual Arts Press, Peoria, Illinois, 1917.

This book treats of woodworking tools, materials, and processes. Intended both to supplement the instruction of the teacher and to serve as a textbook for grammar and high school classes. Simple and clear. Illustrated. A standard text on elementary woodworking.

— *Woodwork for Secondary Schools*. Fourth Edition. The Manual Arts Press, Peoria, Illinois, 1918.

Treats of common woods, tools, processes, woodworking machines, joinery, wood-turning, inlaying and wood carving, wood finishing, furniture making, and pattern-making. A students' text and reference book for teachers. The most comprehensive textbook on woodworking for secondary schools yet issued. 580 illustrations.

HALL, JENNIE. *Weavers and Other Workers*. Rand McNally & Company, Chicago, 1917.

Pictures, poems, stories, and other reading matter, and suggested hand-work for primary school children. Excellent material for school and home reading.

HALL, S. ROLAND. *How to Get a Position and How to Keep It*. Funk and Wagnalls Company, New York, 1908.

This little book, which appeared at the dawning of the vocational guidance movement, contains valuable information and suggestions for young people. Special hints tell what the employer usually desires in a particular occupation. The young person will look for work more intelligently after reading this book and will be more likely to succeed in work.

— *Writing an Advertisement*. Houghton Mifflin Company, Boston, 1915.

This volume deals with the preparation of material, a study of the various forms of appeal, and the final writing of the appeal. It is meant for use in commercial classes. The author is a practical advertising man, and the book should serve as a definite and safe guide to the student and advertising writer.

HAMLIN, TALBOT FAULKNER. *The Enjoyment of Architecture*. Duffield & Company, New York, 1916.

This volume presents the basic principles of architecture, proportion, balance, and harmony as exemplified in well known buildings of the past and present. It shows how to distinguish the good and the bad in office buildings, public buildings, churches, and private structures. It makes clear the sources of beauty in architectural design and construction, and is intended for the general reader.

HAPGOOD, NORMAN. *George Washington*. The Macmillan Company, New York, 1915.

A masterly biography, brief, clear, and especially inspiring for young readers.

HARRINGTON, H. F., and FRANKENBERG, T. T. *Essentials in Journalism*. Ginn and Company, Boston, 1912.

A manual of practical lessons in modern journalism, built around the study of the language of journalism, the writing of the news story, editorial work, exercises and assignments, and the organization of the newspaper. A one-year course for business schools and colleges and schools of journalism. A good text, tested out by several years' use in colleges in the Middle West.

HARRIS, FRANKLIN STEWART. *The Young Man and His Vocation*. Richard G. Badger, Boston, 1916.

A brief treatment of the main divisions of the vocations open to boys and young men and the problems of choosing and preparing for a career. The brevity of treatment makes the material, in some cases, only introductory to further study and the vocational counsel of the book is inspirational rather than scientific.

**HARRIS, GIDEON, and Associates.** *Audel's Automobile Guide*, with Questions, Answers, and Illustrations for Owners, Operators, and Repair Men. Theo. Audel & Company, New York, 1915.

This volume treats of the parts of a car, its care, and operation. It has chapters on the storage battery, electric vehicles, motor cycles, and an appendix. It is fully illustrated.

**HARVEY, LUCILE STIMSON.** *Food Facts for the Home-maker.* Houghton Mifflin Company, Boston, 1920.

Developed from the teaching of classes in dietetics and intended for the young and inexperienced housekeeper. A book of real worth to housekeeper and cook. The author is town dietitian of Brookline, Mass.

**HAWKINS, N., and Associates.** *Hawkins' Mechanical Dictionary: A Cyclopedia of Words, Terms, Phrases, and Data Used in the Mechanic Arts, Trades, and Sciences.* Theo. Audel & Company, New York, 1909.

This volume is of inestimable value as a reference work for student, workman, and expert in many lines of occupation.

**HAWKINS, N., and Staff.** *Hawkins' Electrical Guides: Questions, Answers, and Illustrations.* Ten Volumes. Theo. Audel & Company, New York, 1917.

This series constitutes a practical library of electricity. It gives a progressive course of study for engineers, electricians, students, and those who desire a working knowledge of electricity and its applications. The volumes, bound in handy pocket size, are as follows:

*Electrical Guide No. 1*

Containing the principles of Elementary Electricity, Magnetism, Induction, Experiments, Dynamos, Electric Machinery.

*Electrical Guide No. 2*

The construction of Dynamos, Motors, Armatures, Armature Windings, Installing of Dynamos.

*Electrical Guide No. 3*

Electrical Instruments, Testing, Practical Management of Dynamos and Motors.

*Electrical Guide No. 4*

Distribution Systems, Wiring, Wiring Diagrams, Sign Flashers, Storage Batteries.

*Electrical Guide No. 5*

Principles of Alternating Currents and Alternators.

*Electrical Guide No. 6*

Alternating Current Motors, Transformers, Converters, Rectifiers.

*Electrical Guide No. 7*

Alternating Current Systems, Current Breakers, Measuring Instruments.

*Electrical Guide No. 8*

Alternating Current Switch Boards, Wiring, Power Stations, Installation, and Operation.

*Electrical Guide No. 9*

Telephone, Telegraph, Wireless, Bells, Lighting, Railways.

*Electrical Guide No. 10*

Modern Practical Applications of Electricity and Ready Reference Index of the ten numbers.



**HAYWARD, WILLIAM R.** *Money: What It Is and How to Use It.* Houghton Mifflin Company, Boston, 1917.

A study of money, how it obtains value, how its power expands or contracts, how it is handled and accounted for, and how it operates as master or servant. A thrift book for use with high school students. Should be read by every young worker.

**HELPS, SIR ARTHUR.** *The Transaction of Business.* Forbes & Company, Chicago, 1907.

This book, designed for the business executive, treats of dealing with other persons about business matters and the handling of business transactions. It includes several important contributions by well known business men, of which the most valuable is "How to Win a Fortune" by Andrew Carnegie.

**HENDERSON, MRS. MARY F.** *Practical Cooking and Dinner Giving.* Harper and Brothers, New York, 1904.

The aim of this book is to indicate how to serve dishes, and how to entertain company at breakfast, lunch, and dinner as well as to give cooking receipts. It contains valuable information for the homemaker, house-keeper, and cook.

**HIRSHFELD, C. F., and ULBRICHT, T. C.** *Steam Power.* John Wiley & Sons, New York, 1916.

This book presents such parts of the field of steam power as should be familiar to engineers under ordinary circumstances. It avoids highly technical treatment and may be easily understood by the student or reader who wishes to know the nature of the subject.

**HISCOX, GARDNER D.** *Modern Steam Engineering in Theory and Practice: A New, Complete, and Practical Work for Steam-Users, Electricians, Firemen, and Engineers.* Containing Chapters on Electrical Engineering by Newton Harrison. Fourth Edition. The Norman W. Henley Publishing Company, New York, 1919.

Contains latest practical information on boilers and their adjuncts; economy of steam-making and its use, with illustrated details of steam-engine parts; superheated steam, its use and economy; details of slide-valve and high-speed engines; Corliss, compound, and triple-effect engines; the steam-turbine, and its work; the cost of steam power and its use in power plants. Illustrated by over four hundred specially made engravings. A book of the highest scientific and practical value.

**HODGEN, MARGARET.** *Factory Work for Girls.* Written for the General Education Committee, National Board, Young Womens Christian Associations. The Womans Press, New York, 1920.

Simple and practical information concerning the machine and machine production as symbolic of modern industrial organization. Helpful material upon machine operation for girls and women.

**HOERLE, HELEN CHRISTENE, and SALTZBERG, FLORENCE B.** *The Girl and the Job.* Henry Holt and Company, New York, 1919.

Brief accounts of the occupations open to girls, secured from persons in those occupations. Prepared for teachers of girls but good for textbook use.

HOOVER, SIMON ROBERT. *The Science and Art of Salesmanship*. Macmillan's Commercial Series. The Macmillan Company, New York, 1918.

The nature, requirements, and rewards of indoor salesmanship, with special instructions upon department store service. Prepared for use by students in secondary schools and for young people who are beginning the work of selling. The material presented is an outgrowth of class instruction and business practice in large concerns. Brief and concise.

HOPKINS, WILLIAM JOHN. *The Doers*. Houghton Mifflin Company, Boston, 1914.

Stories written in very simple language of a few of the common occupations such as the work of the mason, carpenter, plumber, and painter. Excellent for the entertainment and instruction of young children of the kindergarten age.

HORNBLOW, ARTHUR. *Training for the Stage*. Lippincott's Training Series, J. B. Lippincott Company, Philadelphia, 1916.

The best methods of training for the stage, personal qualities necessary for success, the art of acting, the stage as a career for women, and the satisfactions and dangers of stage life. For the student, professional actor, and those interested in the profession. The author is editor of *The Theatre Magazine*, and draws liberally from his great knowledge of the theatrical world. The book is a plain, frank discussion of the subject and should dissuade the unfit from aspiring to the profession.

HORNER, WARREN M. *Training for a Life Insurance Agent*. Lippincott's Training Series, J. B. Lippincott Company, Philadelphia, 1917.

Training and qualities required, nature of employment, and possibilities and rewards in each branch of life insurance. Primarily for those interested in the business, but of value to the salesman in any line. The subject is well treated, and the book is the only one of its kind in this field.

HOUGH, B. OLNEY. *Practical Exporting: A Handbook for Manufacturers and Merchants*. Fifth Edition, Revised. American Exporter, New York, 1920.

An exhaustive study of the great problems of modern export trade, such as markets for American goods, foreign trade correspondence, traveling salesmen abroad, advertising, making shipments, marine insurance, and financing foreign business. The author is editor of the *American Exporter* and the book is of high value.

HOXIE, ROBERT FRANKLIN. *Scientific Management and Labor*. D. Appleton and Company, New York, 1915.

Primarily a summary of hearings on scientific management held by the United States Commission on Industrial Relations in 1914. A study of thirty-five shops and factories in which the "efficiency systems" of Frederick W. Taylor, H. L. Gantt, and Harrington Emerson have been adopted. A criticism of scientific management from the labor point of view.

— *Trade Unionism in the United States*. With introduction by E. H. Downey. D. Appleton and Company, New York, 1917.

An authoritative interpretation of the trade union movement which has won general acceptance. Of high value to the student of labor conditions.

HOYT, CHARLES WILSON. *Scientific Sales Management: A Practical Application of the Principles of Scientific Management to Selling*. George B. Woolson & Comany, New York, 1918.

A brief survey of the principles of scientific management and an extended application of them to the problems of the modern salesman. Primarily for the salesmanager and traveling salesman, but of high interest to retailer, advertiser, and others connected with the selling of merchandise. The author has been a consulting sales and advertising manager and the book is one of the best in its field.

HUBBARD, HENRY VINCENT, and KIMBALL, THEODORA. *Landscape Architecture: A Comprehensive Classification Scheme for Books, Plans, Photographs, Notes, and Other Collected Material, with Combined Alphabetic Topic Index and List of Subject Headings*. Harvard University Press, Cambridge, 1920.

This is the first published comprehensive classification of the field. It can be used by students, landscape architects, and librarians for the classification of collected material and as a systematic analysis of the subject. It is not a bibliography but simply a guide in handling office or library material.

HUNGERFORD, EDWARD. *The Modern Railroad*. Fifth Edition. A. C. McClurg & Company, Chicago, 1919.

It is the purpose of this volume to give to the general public information upon the intricacy and involved detail of railroad operation. It presents the duties of the various workers in railroading, and will be found profitable reading for young people in school and out.

HURLEY, EDWARD N. *Awakening of Business*. Doubleday, Page & Company, Garden City, New York, 1916.

A masterly study of the principles, methods, and activities of modern business, including American export trade. Especial emphasis is placed upon the relation between the National Government and business. For the American business man. The author was chairman of the Federal Trade Commission.

HUTCHINSON, E. LILLIAN. *The Housefurnishings Department: Kitchenware and Laundry Equipment*. Department Store Merchandise Manuals Series, The Ronald Press Company, New York, 1918.

Presents the nature, manufacture, and use of articles in daily service in the household. Designed for the training of salespeople in this department of merchandise. Especially valuable in its presentation of industrial and home-making information.

HUTTON, J. E. *Welfare and Housing: A Practical Record of War-time Management*. Longmans, Green and Company, New York, 1918.

A useful book for the student of social and industrial conditions.

INDIANA STATE BOARD OF EDUCATION, THE. *Report of the Evansville, Indiana, Survey for Vocational Education*. Indianapolis, 1917.

— *Report of the Indianapolis, Indiana, Survey for Vocational Education*. Two volumes. Indianapolis, 1917.

These two surveys are among the best of the later and more pretentious studies of local industries made for the purpose of determining forms of

school training. They present valuable material upon specific lines of employment and upon industrial and educational conditions.

INGLIS, ALEXANDER. *Principles of Secondary Education*. Houghton Mifflin Company, Boston, 1918.

A systematic analysis of the factors and principles involved in a constructive theory of secondary education. Part I is devoted to a consideration of boys and girls approximately twelve to eighteen years of age; Part II, to the secondary school as a social institution; Part III, to means for accomplishing the aims of secondary education. For teachers, administrators, and students of education. A comprehensive, scientific, and thoroughgoing study of secondary school children and curricula.

IVEY, PAUL WESLEY. *Elements of Retail Salesmanship*. The Macmillan Company, New York, 1920.

A presentation of the elements of salesmanship and their application to retail selling. Material first used as lectures before classes of salespersons in stores, and designed especially for saleswomen. Illustrations and special retail problems add to the usefulness of the book.

IVINS, LESTER S. *Garden Crops: Production and Preservation*. Rand McNally and Company, 1919.

This book treats of the production of garden crops and of their preservation and the teaching of gardening. It is an excellent book for classes in agriculture and for the amateur gardener.

IZOR, ESTELLE PEEL. *Costume Design and Home Planning*. Atkinson, Mentzer and Company, Boston, 1916.

The purpose of this book is to establish in the minds of girls, in industrial and homemaking classes, a sensible attitude toward dress and the many common things used in daily life in the home.

JOHNSON, EMIL A. *Furniture Upholstery for Schools*. The Manual Arts Press, Peoria, Illinois, 1919.

The purpose of this book is to show how upholstery work may be successfully carried on in school shops. It describes the necessary tools and materials and is abundantly illustrated. The only text and reference book on upholstery written for school use.

JOHNSON, EMORY R., and HUEBNER, GROVER G. *Principles of Ocean Transportation*. D. Appleton and Company, New York, 1918.

This volume presents a historical sketch of the sailing vessel and the steamship and traces the general development of ocean travel. It explains the problems and principles of ocean transportation and reproduces the most important business forms employed. It was intended for university classes in transportation and is the only single volume comprising the entire subject. It is of especial value in this post-war period.

JOHNSON, F. ERNEST. *The New Spirit in Industry*. Association Press, New York, 1919.

The labor situation, organized labor and the war, the political labor movement, democratizing industry, syndicalism, and the ethics of industry. Authoritative material by a social investigator upon the problems of reconstruction.

JONES, GUY M., COMPANY. *Trade Foundations: Based on Producing Industries. A Pre-vocational Text-book by Pre-vocational and Vocational Directors, Instructors, and Tradesmen.* Indianapolis, 1919.

This volume contains extended material, designed for use as a text in the 7th, 8th, and 9th grades of school, upon agriculture, lumbering, fishing, mining, and manufacturing. These are treated under six headings, — occupations, materials, tools, operations, drawing, and pre-vocational shopwork. Many excellent illustrations are used, in a special attempt to visualize industry. The contributors to the text include technical experts in many lines of industry.

JONES, WILLIS H. *Telegraphy for Beginners: the Standard Method.* Spohn and Chamberlain, New York, 1917.

An authoritative book of instruction in the methods and forms most approved, with lessons; including the Morse and Continental codes. The author is Wire Chief of the Western Union Telegraph Company, New York.

JORDAN, DAVID F. *Principles of Investment.* Prentice-Hall, Inc., New York, 1920.

This volume contains a full discussion of the effect of the war upon investment securities including taxation and changing market conditions. It is the first book to cover the entire field of investment. While written for use in universities and schools of commerce, the simple treatment of the subject makes it valuable for the capitalist and investor.

KEENE, E. S. *Mechanics of the Household: A Course of Study Devoted to Domestic Machinery and Household Mechanical Appliances.* McGraw-Hill Book Company, New York, 1918.

A presentation of the physical principles and mechanism of the equipment that has been developed for household convenience. A practical treatise on domestic engineering, with which the home owner, homemaker, and housekeeper ought to be familiar.

KELLY, ROY WILLMARTH. *Hiring the Worker.* The Engineering Magazine Company, New York, 1918.

The organization and management of departments for labor maintenance; training and functions of employment managers; selection, promotion, and discharge of employees in progressive concerns; reduction of labor turnover; training of workmen and executives. For the student of employment problems and labor manager. Contains bibliography of the best books and articles on employment management. The first systematic presentation in book form of the problems of employment management.

— *Training Industrial Workers.* Introduction by John M. Brewer. The Ronald Press Company, New York, 1920.

An exhaustive survey of educational developments and practice in industry, with a presentation of logical methods for the future, both for decreasing the loss suffered by industry and society by lack of training and for building up a practical program for constructive action. Written for personnel managers, educational directors, and all those interested in the industrial bearings of vocational guidance and the improvement of vocational education. The most comprehensive study of the field yet made.

**KELLY, ROY WILLMARTH and ALLEN, FREDERICK J.** *The Shipbuilding Industry.* With an Introduction by Charles M. Schwab. Houghton Mifflin Company, Boston, 1918.

The authorized and official account of the recent revival of shipbuilding in this country, an industrial achievement scarcely paralleled in previous history. Material originally prepared by the authors for the United States Shipping Board as a means of securing employees for the ship yards and of informing the public at large about opportunities for employment in ship building, after our entrance into the World War. The volume is both historical and technical and of value in vocational guidance and employment management.

**KEMP, EDWARD and WAUGH, F. A.** *Landscape Gardening: How to Lay out a Garden.* Fourth Edition. John Wiley and Sons, New York, 1911.

This is the American revision of a standard English book. It gives the general principles, nature, and practice of the laying out of public and private grounds. It was prepared for the student and for the landscape gardener, or landscape architect, the term now in general use in this country.

**KENNARD, BEULAH ELFRETH.** *The Educational Director.* Department Store Merchandise Manuals Series, The Ronald Press Company, New York, 1918.

This book is the first of a series devised for the training of salespersons in department stores. It presents the qualities and training necessary for those who are to carry on such work, and the methods now in use in progressive stores. It is a comprehensive and valuable book.

— *The Jewelry Department.* Department Store Merchandise Manuals, The Ronald Press Company, New York, 1917.

This book deals with the sources and nature of the precious metals and precious stones and of their treatment and manufacture into articles of jewelry. It is designed as an introduction to the merchandise of the department and is popular in style.

**KENNARD, BEULAH ELFRETH, Editor, and GALLOWAY, LEE, Consulting Editor.** *Department Store Manuals.* The Ronald Press, New York, 1917- .

See Aiken, Charlotte Rankin; Hutchinson, E. Lillian; Kennard, Beulah Elfreth; Lehman, Mary A.; Souder, M. Attie; Thompson, Eliza B.

**KER, CECIL.** *Women Who Have Made Good.* The Platt and Nourse Company, New York, 1916.

Brief sketches from the lives of women whose struggles and achievements furnish inspiration for others. Helpful reading for girls.

**KESTER, ROY B.** *Accounting Theory and Practice.* Three Volumes. The Ronald Press Company, New York. Vol. I, 1917; Vol. II, 1918; Vol. III, 1920.

Covers fundamental theory, balance sheet, profit and loss, ledger, journals, business papers, technique, methods, partnership, corporation accounting, valuation, depreciation, and other advanced topics. Bookkeeping training is not made a prerequisite. The set forms a complete graded three-year accounting course for college classes. Already used in over 100 institutions. Clear and logical.

**KETTLING, ELIZABETH.** Edited by Theodore Waters. *Helpful Talks with Girls.* The Christian Herald Bible House, New York, 1910.

Simple and suggestive material upon the education and status of women in the past and the improved opportunities opening to women in these later years. The book points out something of the necessary training for the various occupations, how one may secure employment, and some of the things necessary for success in employment.

**KEYSTONE VIEW COMPANY.** *Visual Education: Teachers' Guide to Keystone "600 Set."* Meadville, Pa., 1919.

Outlines and information for the use of the stereoscope and lantern slide to illustrate geography, United States history, nature study, arts and crafts, domestic science, industries, and architecture in public schools. Used in thousands of schools throughout the country. The material of the volume has been prepared by well known American scholars and educators.

**KILDUFF, EDWARD JONES.** *The Private Secretary.* The Century Company, New York, 1916.

The outgrowth of a series of lectures on private secretarial duties, including learning the position, correspondence, filing, making reports, telephoning and sending messages, securing information, proof reading, accounting, personal conduct, system, and similar topics. For class use and general reference. The author is an instructor in the School of Commerce, Accounts, and Finance of New York University, and this book is the first volume giving complete instruction in the duties of the high-grade private secretary.

**KING, CHARLES A.** *Constructive Carpentry.* King's Series in Woodwork and Carpentry, American Book Company, New York, 1912.

An elementary textbook for pupils in manual training, industrial, trade, technical, or normal schools.

**KING, J. E.** *Business Arithmetic.* American Book Company, New York, 1891.

This book embraces those parts of arithmetic which enter regularly into commercial calculations. It is a textbook for commercial courses, excluding theory and principle and emphasizing the use of the practical problem.

**KING, W. L. MACKENZIE.** *Industry and Humanity: A Study in the Principles Underlying Industrial Reconstruction.* Houghton Mifflin Company, Boston, 1918.

The results of a personal investigation by the author into the root causes of industrial controversies in America, with suggestions for improvements in the relations between capital and labor and a statement of underlying principles in the organization of industrial society. A good book.

**KITTREDGE, MABEL HYDE.** *Practical Homemaking.* The Century Company, New York, 1915.

Lessons for a one year course for girls in domestic science classes. The book contains information of the highest scientific and practical value.

**KITTREDGE, MABEL HYDE.** *The Home and Its Management.* The Century Company, New York, 1917.

Full information on the details of home organization and management. For the woman in the home. Suitable, also, for classes in domestic science. The author is President of the Association of Practical Housekeeping Centers in New York City.

**KOBER, GEORGE M., and HANSON, WILLIAM C., Editors.** *Diseases of Occupation and Vocational Hygiene.* P. Blakiston's Son & Co., Philadelphia, 1916.

A series of articles by the foremost authorities in the field of industrial medicine, organized into a scientific presentation of specific occupational diseases, systemic occupational diseases, fatigue and occupation, vocational hygiene, occupations involving exposure to conditions injurious to health, the function of clinics in the prevention of occupational diseases, statistical studies, legislation for the prevention of occupational diseases, and related topics. For the industrial physician, nurse, labor manager, and worker. The most extensive and helpful treatment of the subject yet made.

**KREBS, HENRY C.** *Being a Good Teacher.* Hinds, Hayden and Eldredge, Inc., New York, 1918.

This helpful little volume discusses the ideal and the practical in teaching, the problems of dealing with children, parents, and school authorities, and the reasons for failure or success in the profession.

**LAPP, JOHN A., and MOTE, CARL H.** *Learning to Earn: A Plea and a Plan for Vocational Education.* The Bobbs-Merrill Company, Indianapolis, 1915.

Discusses education, business and industry, and their educational needs, the various kinds of vocational training, vocational guidance, and related subjects. A reference book on vocational education for student, teacher, and layman. One of the best treatments of the field yet made. Hon. William C. Redfield, writer of the introduction, says "This book is to be commended as a thoughtful study concerning things that are greatly needed among us."

**LASAR, CHARLES A.** *Practical Hints for Art Students.* Duffield and Company, New York, 1910.

This book has been compiled from notes used in teaching art classes. Some of the illustrations are original, while others are adaptations from masterpieces. Without attempt at literary finish, the material of the book is good and well presented for teaching purposes.

**LASELLE, MARY A., and WILEY, KATHERINE E.** *Vocations for Girls.* Houghton Mifflin Company, Boston, 1913.

This book, prepared by two teachers of the Technical High School of Newton, Mass., presents information upon the more common occupations open to girls. It has practical questions on each chapter which should stimulate students and teachers to make local investigations. It is suitable for girls' classes in elementary schools, junior high schools, and in the first year of the high school. It may well serve as an introduction to more extended study in occupations open to girls and young women.



LEAKE, ALBERT H. *Vocational Education of Girls and Women*. The Macmillan Company, New York, 1918.

An extended and critical survey of what has been accomplished in the field, plans for further progress, and the obstacles that must be overcome. For vocational teachers, students in colleges and normal schools, and for vocational counselors and social workers. Condensed and clear-cut statements of problems and attempts at their solution. The author is inspector of manual training and household arts in Ontario, Canada.

LEAVITT, FRANK M., and BROWN, EDITH. *Elementary Social Science*. The Macmillan Company, New York, 1917.

The basal principles of property, management, production and distribution, political and social science, public education, public health, and morality as a cure for crime. A text for pupils who go to work without completing a high school course. A fitting introduction to civics or economics.

LEE, FREDERIC S. *The Human Machine and Industrial Efficiency*. Longmans, Green and Company, New York, 1918.

Qualifications of workers in industry, output and fatigue, secondary sources of fatigue, rest periods, maintenance of working power, industrial accidents, industrial medicine, and related topics. For medical student, physician, and labor manager. Much of this material resulted from a study of war industries and represents the latest methods and attainments in industrial medicine.

LEFFERTS, WALTER. *American Leaders*. Book One and Book Two. J. B. Lippincott Company, Philadelphia, 1919.

Companion volumes describing the lives of about forty National leaders from the beginnings of the Revolution to the present time. Designed for reading in the fifth grade, but excellent material for all young Americans.

LEFFINGWELL, W. H., Editor. *The Automatic Letterwriter and Dictation System*. A. W. Shaw Company, New York, 1918.

Letterwriting, acknowledging orders, handling mail, reducing office expense by automatic correspondence routine, and mechanical devices that help to speed up automatic dictation. Standardized methods for executives and workers in correspondence departments. The material is valuable, but should be handled with extreme care in practice.

LEHMANN, MARY A. *The Glassware Department*. Department Store Merchandise Manuals, The Ronald Press Company, New York, 1918.

Information about materials, processes of manufacture, and qualities of glassware, simply and clearly presented for the department salesperson.

— *The Leather Goods Department*. Department Store Merchandise Manuals, The Ronald Press Company, New York, 1917.

Presents information about the different kinds of leather and the methods used in making the various articles sold in the leather goods department. Prepared for salespersons in this department. A clear presentation of material.

— *The Stationery Department*. Department Store Merchandise Manuals, The Ronald Press Company, New York, 1917.

Treats of paper materials and the manufacturing of stationery, and describes the leather and metal goods, novelties, and miscellaneous articles

usually sold in the stationery department. Simple and useful information for the department salesperson.

**LELAND STANFORD JUNIOR UNIVERSITY.** *Vocational Information.* Committee on Vocational Guidance, Stanford University, California, 1919.

This bulletin presents a study of the vocations open to college and university graduates and the kind of training needed to enter them. Nearly two years were spent in the preparation of the manual and information was secured from students, from alumni, and from the occupational world. It was prepared for the use of counselor and student, and is a valuable addition to occupational literature.

**LEUPP, FRANCIS E.** *How to Prepare for a Civil Service Examination.* With Recent Questions and Answers. Hinds, Hayden and Eldredge, Inc., New York, 1899.

A useful book for those who desire information upon the Civil Service.

**LEWIS, HARRY R.** *Productive Poultry Husbandry: A Complete Text Dealing with the Principles and Practices Involved in the Management of Poultry.* Lippincott's Farm Manuals. Third Edition, Revised and Enlarged. J. B. Lippincott Company, Philadelphia, 1919.

This volume treats every branch of poultry raising in full detail, and gives the results of research at various experimental stations and the most successful methods of poultry culture at the present time. It is a good book for the agricultural school class and for the poultry raiser. It has 28 well written chapters and 363 illustrations.

**LEWIS, MYRON H., and CHANDLER, ALBERT H.** *Popular Handbook for Cement and Concrete Users: A Practical Treatise on the Principles Involved and Methods Employed in the Design and Construction of Modern Concrete Work.* Second Edition. The Norman W. Henley Publishing Company, New York, 1919.

A standard reference book covering the uses of plain and reinforced concrete. Everything of value to the concrete user is given, including kinds of cement employed in construction, concrete architecture, inspection and testing, waterproofing, coloring and painting, rules, tables, and working and cost data. It is an exhaustive treatment of the subject and illustrated.

**LIBRARY BUREAU.** *Filing as a Profession for Women.* Boston, 1919.

This little book shows the nature of filing, opportunities for women to be found in it, qualities necessary for supervision of the work, and the place of the department in business. It is suitable for use in commercial classes and by the individual reader. The name of the book is somewhat pretentious, as filing is a clerical occupation in business rather than a profession.

**LINK, HENRY C.** *Employment Psychology: The Application of Scientific Methods to the Selection, Training, and Grading of Employees.* Introduction by Edward L. Thorndike. The Macmillan Company, New York, 1919.

This volume treats of psychological tests, trade tests, the selection and retention of employees, and recommendations for the use of tests in an employment department. The book gives an impartial account of the use of psychological tests under working conditions in a representative industry and will be of service to all who are interested in this problem in employment.

LIPPINCOTT COMPANY, J. B. *Lippincott's Training Series*. Philadelphia, 1914—

See Cabot, Richard C.; Fairchild, C. B., Jr.; Hornblow, Arthur; Horner, Warren M.; Maxwell, William; Pinchot, Gifford; Seitz, Don C.; Stone, Harlan.

The series presents the training and personal qualities required, the channels of advancement, and the advantages and disadvantages in each pursuit treated. The authors are experts in each field, some of them being men of national reputation. The series is one of the best yet issued.

LOUGH, WILLIAM H. *Business Finance: A Practical Study of Financial Management in Private Business Concerns*. The Ronald Press Company, New York, 1917.

Deals primarily with business conditions and financial practice in the United States, but includes valuable references to practices in other countries. Covers relation of finance to business organization, capital, and financial management. A school and college text-book on corporation finance. Suitable also as a text for classes in economics and as a reference book for students in accountancy and for the financier. A monumental work by a leading authority.

— LUTZ, R. R. *The Metal Trades*. Cleveland Education Survey, The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the twenty-five sections of the Cleveland Education Survey. Treats of the leading metal trades found in Cleveland, the work of machinists, the tools of the trade, specialization, apprenticeship, earnings, promotion, trade unions, health, and accidents, and other features. For teachers and those who may wish to enter the field. Brief and accurate.

— *Wage Earning and Education*. Cleveland Education Survey, The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

This volume treats such topics as the industrial education survey, forecasting future probabilities, the wage earners of Cleveland, the future wage earners of Cleveland, industrial training for boys, the junior high school. In addition it presents summaries of the occupational sections of the Cleveland Education Survey, — Department Store, Dressmaking and Millinery, Garment Trades, Metal Trades, Building Trades, Transportation, and Printing. For teachers, parents, and students in industrial courses.

MACH, ERNST. *The Science of Mechanics: A Critical and Historical Account of Its Development*. Fourth Edition. The Open Court Publishing Company, Chicago, 1919.

This volume treats mechanics as one of the physical sciences, and not as a branch of mathematics. It presents the development of this science from early achievements down to the present time and makes clear its fundamental principles. It is intended for the advanced student and scientist and is one of the leading studies in this great field.

MADDEN, IRWIN A., and TURNER, EDWIN A. *A Rural Arithmetic: A Text-book for Grammar Grades and Secondary Schools*. Houghton Mifflin Company, Boston, 1916.

The arithmetical problems involved in soil and crop improvement, feeding, fruit growing, marketing, farm accounts, and other farm activities. It is an arithmetic of rural life, and properly a supplement to an ordinary textbook.

**MARKHAM, EDWARD R.** *Tool Making: A Practical Treatise on the Art of Making Tools, Jigs, and Fixtures, with Helpful Suggestions on Heat Treatment of Carbon and High-Speed Steels for Tools, Punches, and Dies.* American Technical Society, Chicago, 1919.

The author of this work has had years of practical experience in the trade and in teaching the subject, and presents a well organized body of helpful information upon the mechanical processes involved in tool making. The book is a standard text and reference work.

**MARTIN, G. L.** *Dairy Laboratory Guide.* Webb Publishing Company, St. Paul, 1912.

A laboratory manual of dairying for the use of students in agricultural schools and creamery men. The principles of modern dairy science in the production and care of milk and in the marketing of dairy products.

**MAXWELL, WILLIAM.** *If I Were Twenty-one: Tips from a Business Veteran.* J. B. Lippincott Company, Philadelphia, 1917.

This book centers around the two ideas of finding one's place in life and of succeeding in it. The dangers of present day specialization in industry in the weakening of the individual worker are presented. It was prepared for the soldier boy of "twenty-one to thirty-one" and for young men starting in life. It is a book of conduct, rich in maxim and illustration. The style is rather loose and sketchy, but such as usually appeals to the average young man. The counsel of the book is sound.

— *Salesmanship.* Houghton Mifflin Company, Boston, 1914.

The nature of selling, personal and other requirements for the salesman, and his problems and rewards, both behind the counter and upon the road. For students and salesmen. The author is vice-president of Thomas A. Edison, Inc., and a salesmanager of twenty years' experience which the book presents entertainingly and forcefully.

— *The Training of a Salesman.* Lippincott's Training Series, J. B. Lippincott Company, Philadelphia, 1919.

This book presents the training and personal qualities necessary for the salesman, both on the road and in retail trade. The chapters deal with judging a customer, offering merchandise to him, securing an order, examples of successful cases in the field, and similar topics. It is intended for those who wish to enter the occupation or learn about it.

**MCCLELLAN, GEORGE E.** *Practical Typography: A Series of Exercises Explaining and Illustrating the Most Approved Methods Used in Correct Composition for the Teacher and Student.* Third Edition. The Manual Arts Press, Peoria, Illinois, 1917.

Sixty-three exercises, treating of composition from "correct spacing" to the "making up of a book" and the "composition of tables," with practice in typesetting. For students and teachers of printing. An excellent text.

**MCCLELLAND, FRANK C.** *Office Training and Standards.* A. W. Shaw Company, New York, 1919.

An account of the development of the office and the activities of its various departments, with standards of work, exercises, and questions. For the office worker in any position and for those who are looking forward to office employment. The book is adapted to study by correspondence, but is valuable for any student and as a work of reference.

**McKEEVER, WILLIAM A.** *Training the Boy.* The Macmillan Company, New York, 1913.

A popular treatment of the industrial training, social training, habit training, vocational training, and service training of the boy. For parents and others interested in boy life, all of the phases of which it touches upon in a concrete and helpful manner.

— *Training the Girl.* The Macmillan Company, New York, 1914.

As in the case of "Training the Boy," it is the purpose of the author in this second book to offer "a whole life plan for girl training." Every phase of the life of the growing girl here receives some measure of attention. While these two books are somewhat superficial and do not deal with the sociological and economic principles of vocational progress, they may serve a high purpose for the busy parent, vocational counselor, and inquiring young person.

**McKEON and SCHOFIELD, EXCELSIOR PUBLISHING HOUSE.** *Sign, Carriage, and Decorative Painting.* New York, 1897.

Including full instructions for fresco painting, car painting, and much other valuable information. Of high practical value for the worker.

**McMAHON, JOHN R., Editor.** *How These Farmers Succeeded.* Henry Holt and Company, New York, 1919.

The story of the foremost exponent of crop raising, stock raising, or general farming, in each of the sixteen leading agricultural states of the Union, written by skilled investigators and first appearing in *The Country Gentleman*. The relation of the prosperous farmer to his community is made an element of first importance. The book is of high inspirational and practical value both to the student and to the farmer.

**MEARS, JAMES R.** *The Iron Boys in the Mines.* The Boys of Steel Series, Henry Altemus Company, Philadelphia, 1912.

A boys' story of work and experiences in iron mining. Full of practical and inspiring lessons.

— *The Iron Boys in the Steel Mills.* The Boys of Steel Series, Henry Altemus Company, Philadelphia, 1913.

A boys' story of experience and adventure in the great mills where steel is manufactured. Rich in occupational information.

**MEYER, FRANZ SALES.** *A Handbook of Ornament.* With Three Hundred Plates, Containing about Three Thousand Illustrations of the Elements, and the Applications of Decoration to Objects. First American Edition. The Architectural Book Publishing Company, New York.

The leading book on the art of decoration, and suitable for the most advanced students.

**MICKEL, ADELAIDE.** *Leather Work.* Second Edition. The Manual Arts Press, Peoria, Illinois, 1915.

Detailed descriptions of the different processes in leather work, with many working drawings and photographs of objects suitable for school and home work. Suggestions for problems for the school from fifth grade up through the high. A useful reference book for craftsmen.

MILLER, H. W. *Mechanical Drafting*. Sixth Edition. The Manual Arts Press, Peoria, Illinois, 1919.

Drafting room practice exemplified by exercises and problems in the school room. A high school textbook and a handbook for draftsmen. A direct and simple treatment of the subject, well illustrated, and bound in flexible leather in pocket size.

MILLS, FREDERICK C. *Contemporary Theories of Unemployment and of Unemployment Relief*. Columbia University, Longmans, Green and Company, Agents, New York, 1917.

A brief survey of the development of the study of unemployment in England and America within the last generation. It will be found of interest and value to personnel managers and students of labor and economics.

MOLDENKE, RICHARD. *The Principles of Iron Founding*. McGraw-Hill Book Company, Inc., New York, 1917.

This work presents the elements of iron-making and its allied industries. It is a book of reference giving the observations and experiences of the author who has been a practical foundryman since 1890, and half that time secretary of the National organization of the trade in America.

MOORE, ERNEST CARROLL. *Fifty Years of American Education*. Ginn and Company, Boston, 1917.

A masterly survey of the development of American education from the period of the Civil War to our entrance into the World War. Issued by the publishers as an anniversary memento of the completion of a half century of business. After "fifty years of unparalleled progress" the author predicts "a yet greater cycle of educational renewing."

— *What Is Education?* Ginn and Company, Boston, 1915.

An excellent treatise on the philosophical foundations of teaching.

MORAN, SELBY A. *Over 100 Ways to Work One's Way through College*. The University Press, Ann Arbor, Michigan, 1906.

This book is of interest to that large number of young men and women who are dependent in whole or in part upon their own earnings for a college education.

MORRIS, BERT J. *Employment Opportunities for Handicapped Men in the Coppersmithing Trade*. Series II, No. 4, the Red Cross Institute for Crippled and Disabled Men, New York City, 1918.

A vocational guidance study of coppersmithing, to aid in the rehabilitation of disabled soldiers and sailors. The first of a series of occupational reports prepared by the Bureau of Vocational Guidance of Harvard University for the Red Cross Institute for Crippled and Disabled Men.

MORRIS, BERT J., and PAULL, CHARLES H. *Opportunities for Handicapped Men in the Rubber Industry*. Series II, No. 9, the Red Cross Institute for Crippled and Disabled Men, New York, 1919.

One of the bulletins prepared by the Bureau of Vocational Guidance of Harvard University for the Red Cross Institute for Crippled and Disabled Men. This bulletin is a vocational study of the rubber manufacturing industry, and is of interest to all who may wish to enter the rubber factory or to know the nature of employment in the industry.

MORRISON, EDWARD, and BRUES, CHARLES THOMAS. *How to Make the Garden Pay: A Manual for the Intensive Cultivation of Home Vegetable Gardens*. Houghton Mifflin Company, Boston, 1917.

An intensive treatment of the subject, dealing with right planning, profitable methods, kinds of vegetables, garden pests, and food values. Suitable for school use, for novices, and for experienced gardeners.

MUNBOE, JAMES PHINNEY. *New Demands in Education*. Doubleday, Page and Company, Garden City, New York, 1912.

A clear statement of improvements which should be made in public education to fit young people for the occupational, moral, and social relations of active life.

NATIONAL ELECTRIC LIGHT ASSOCIATION. *Proceedings of the Second War Convention*. Forty-first Convention Held at Atlantic City, New Jersey, June 13 and 14, 1918. New York, 1918.

This volume presents the progress of electrical science in many fields of activity, with especial reference to its numerous applications in solving the problems of the World War. It presents some material also upon the financial and labor problems involved in America's part in the war. The volume is of high value to all who are interested in the modern uses of electricity.

NATIONAL HOUSING ASSOCIATION. *War Housing Problems in America*. New York, 1918.

A symposium of articles upon housing in this country in war time, describing the work done in the leading shipbuilding centers in 1917. Excellent material for the student of housing.

NESBITT, FLORENCE. *Household Management*. Social Work Series, Russell Sage Foundation, New York, 1918.

A brief and suggestive study of homemaking in a great city. Designed for the home visitor and social worker and useful to all engaged in home problems.

NEWELL, F. H., and DRAYER, C. E., Editors. *Engineering as a Career: A Series of Papers by Eminent Engineers*. D. Van Nostrand Company, New York, 1916.

All the modern branches of engineering are here treated by men who have achieved distinction in them. The nature, necessary training, desirability, and rewards of each branch of the profession are set forth, for the purpose of aiding the young man in choosing a vocation. The facts presented are of unquestioned worth; the opinions are subject to doubt from the possibly prejudiced points of view of the writers.

NEWSTEAD, RALPH. *Audel's Shipfitters' Guide: A Practical Treatise on Steel Ship Building and Repairing, with Instruction in Mold Loft Work, Lifting, and Duplicating*. Theo. Audel and Company, New York, 1919.

Explains all about the parts of a steel ship and problems of a highly important division of ship building. "A mine of absolutely indispensable information for the man on the job."

NEW YORK STATE COLLEGE OF AGRICULTURE. *Cornell Reading Courses.*  
Cornell University, Ithaca, New York.

This series of bulletins, free to residents of New York State, consists of lessons for home study, issued by the New York State College of Agriculture. The lessons on farming are elementary and brief; those on crops, fruit growing, and gardening are more extended. All have been used in granges and local study clubs. The entire series, made up of several separate ones, is authoritative and modern and has excellent informational and vocational guidance value for young people.

The various numbers of the series here included and now available for distribution are as follows:

*Alfalfa for New York.* E. G. Montgomery. No. 90, Farm Crops Series, June 15, 1915.

*Autumn in the Flower Garden.* David Lumsden. No. 128, Flower Growing Series, September, 1917.

*Babcock Test, and Testing Problems, The.* H. C. Troy. No. 140, Dairying Series, December, 1918.

*Beef Breeding Herd in New York State, The.* K. J. Seulke. No. 136, Livestock Series, August, 1918.

*Buckwheat.* J. L. Stone. No. 110, Course for the Farm, April 15, 1916.

*Calculating the Cost of Milk Production.* E. G. Misner. No. 142, Farm Management Series, February, 1919.

*Composition of Milk and Some of Its Products.* H. E. Ross. No. 32, Dairying Series, January 15, 1913.

*Computing Rations for Farm Animals.* E. S. Savage. No. 117, Livestock Series, September, 1919.

*Cooling Milk.* H. E. Ross and T. J. McInerney. No. 102, Course for the Farm, December 15, 1915.

*County, Town, and Village Forests.* A. B. Recknagel. No. 40, Farm Forestry, May 15, 1913.

*Cream Separation.* E. S. Guthrie. No. 82, Dairying Series, February 15, 1915.

*Culture of Red and Black Raspberries and of Purple-Cane Varieties.* C. S. Wilson. No. 36, Fruit Growing Series, March 15, 1913.

*Culture of Sweet Clover and Vetch, The.* E. G. Montgomery. No. 108, Course for the Farm, March 15, 1916.

*Culture of the Blackberry.* C. S. Wilson. No. 52, Fruit Growing Series, November 15, 1913.

*Culture of the Grape.* H. B. Knapp. No. 72, Fruit Growing Series, September 15, 1914.

*Curing of Meat and Meat Products on the Farm, The.* K. J. Seulke. No. 119, Livestock Series, December, 1916.

*Drying Fruits and Vegetables in New York State.* E. L. Kirkpatrick. No. 132, Food Preservation Series, January, 1918.

*Farm Butter-Making.* E. S. Guthrie. No. 60, Dairying Series, March 15, 1914.

*Farm Fishpond, The.* George C. Embody. No. 94, Country Life Series, August 15, 1915.

*Farm Ice Supply, The.* B. B. Robb and J. L. Strahan. No. 135, Rural Engineering Series, July, 1918.



NEW YORK STATE COLLEGE OF AGRICULTURE (*continued*)

- Farmers' Week at Cornell.* No. 100, Course for the Farm, November 15, 1915.
- Field Bean Production.* E. V. Hardenburg. No. 124, Farm Crops Series, May, 1917.
- Hotbeds and Cold Frames.* Albert E. Wilkinson. No. 120, Vegetable Gardening Series, January, 1917.
- How the Plant Produces Seed.* L. W. Sharp. No. 144, The Plant Series, April, 1919.
- Improvement of the Woodlot, The.* Walter Mulford. No. 12, Farm Forestry Series, March 15, 1912.
- Improving the Corn Crop by Selection and Breeding.* Frank P. Bussell. No. 129, Plant Breeding Series, October, 1917.
- Land Drainage and Soil Efficiency.* Elmer O. Fippin. No. 78, The Soil Series, December 15, 1914.
- Making Advanced Registry Records.* C. L. Allen. No. 147, Livestock Series, July, 1919.
- Meadows in New York.* E. G. Montgomery. No. 66, Farm Crops Series, June 15, 1914.
- Methods of Breeding Oats.* H. H. Love. No. 44, Plant-Breeding Series, July 15, 1913.
- Methods of Determining the Value of Timber in the Farm Woodlot.* John Bentley, Jr. No. 62, Farm Forestry Series, April 15, 1914.
- Nature, Effects, and Maintenance of Humus in the Soil.* Elmer O. Fippin. No. 50, The Soil Series, October 15, 1913.
- Orchard Soil Management.* W. H. Chandler and R. W. Rees. No. 125, Fruit Growing Series, June, 1917.
- Planning the Home Vegetable Garden: Grow-Early Plants.* Robert Bier. No. 145, Vegetable Gardening Series, May, 1919.
- Potato Growing in New York.* E. V. Hardenburg. No. 143, Farm Crops Series, March, 1919.
- Practical Examples in Dairy Arithmetic.* H. E. Ross, E. S. Guthrie, and W. W. Fisk. No. 98, Course for the Farm, October 15, 1915.
- Practical Horse-Breeding.* M. W. Harper. No. 56, The Horse Series, January 15, 1914.
- Problem of Tuberculosis in Cattle, The.* Veranus A. Moore. No. 146, Livestock Series, June, 1919.
- Production of Clean Milk, The.* T. J. McInerney. No. 86, Dairying Series, April 15, 1915.
- Pruning.* W. H. Chandler and H. B. Knapp. No. 104, Course for the Farm, January 15, 1916.
- Rural School and the Community, The.* No. 64, Country Life Series, May 15, 1914.
- Starting a Flock of Sheep.* Mark J. Smith. No. 134, Livestock Series, March, 1918.
- Summer Care of the Home Vegetable Garden.* Albert E. Wilkinson. No. 92, Vegetable Gardening Series, July 15, 1915.
- Surroundings of the Farm Home, The.* E. Gorton Davis. No. 96, Country Life Series, September 15, 1915.

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*Swine Production in New York.* H. A. Hopper. No. 139, Livestock Series, November, 1918.

*Tilth and Tillage of the Soil.* Elmer O. Fippin. No. 42, The Soil Series, June 15, 1913.

*Top-Working and Bridge-Grafting Fruit Trees.* G. W. Peck. No. 123, Fruit Growing Series, April, 1917.

NICHOLS, FREDERICK G., and ROGERS, RALPH E. *A Short Course in Commercial Law.* American Book Company, New York, 1913.

Treats of law in general, contracts, property, transportation, exchange, insurance, agency, partnership, corporations, and similar topics. A textbook for commercial classes and schools. Simple and clear.

NORTON, HELEN RICH. *A Textbook on Retail Selling.* Ginn and Company, Boston, 1919.

A textbook for students of high school age who wish to become salespersons in retail stores. The author was formerly an instructor in the Prince School of Education for Store Service in Boston, and presents material that has been thoroughly tested in the class room.

NOYES, WILLIAM. *Handwork in Wood.* Ninth Edition. The Manual Arts Press, Peoria, Illinois, 1919.

Treats of logging, sawmilling, seasoning and measuring, hand tools and the shop, wood fastenings, types of wood structures, joinery, and wood finishing. A handbook for teachers and a textbook for normal school and college students. Useful for all workers in wood. A comprehensive and valuable treatise. 304 illustrations, and bibliography.

— *Wood and Forest.* The Manual Arts Press, Peoria, Illinois, 1912.

A companion volume to "Handwork in Wood." Treats of wood, distribution of American forests, life of the forest, enemies of the forest, distribution, conservation, and uses of the forest. Describes sixty-seven species of wood. A reference book for teachers. Suitable for use by advanced classes. An excellent book, profusely illustrated, and with bibliography.

NYSTROM, PAUL H. *The Economics of Retailing.* Second Edition. The Ronald Press Company, New York, 1919.

Treats the distributive system, the consumer, the experience of retailers, work, and pay of salespeople, elements of retail selling, prices, kinds of retail stores, location, and other equally important factors in retailing. A practical course for business classes and a distinct contribution to economic literature.

— O'LEARY, IRIS PROUTY. *Department Store Occupations.* Cleveland Education Survey, The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the sections of the Cleveland Education Survey. Treats of kinds of stores, character of work, various positions, working conditions, health, wages, job analysis, training for department store workers, and securing employment. For teachers, parents, and young people who may wish to enter this kind of store employment. The information presented is clear and applicable in other large communities.

ONTARIO GOVERNMENT. *Vocational Opportunities in the Industries of Ontario*. Department of Labour, Toronto, Canada, 1920.

A series of bulletins, lately begun, to provide definite information upon employment for boys and girls leaving school. The numbers issued are as follows:

1. *General Introduction.*
2. *Department and Notion Stores.*
3. *Dressmaking and Millinery.*

OPDYCKE, JOHN B. *Advertising and Selling Practice*. A. W. Shaw Company, New York, 1918.

This volume treats of the development of advertising and selling, advertising principles, policies, and methods, and selling policies and methods. It shows how these two divisions of business are interdependent and to be worked out together. For use by advertising classes in secondary schools and by workers in the business. Contains a long bibliography of American and English works. A useful book.

ORCUTT, WILLIAM DANA. *The Author's Desk Book*. Frederick A. Stokes Company, New York, 1914.

A brief and useful reference book upon preparing material for publication and the relation of the author to the publisher.

— *The Writer's Desk Book*. Frederick A. Stokes Company, New York, 1914.

A companion reference volume upon the technicalities of writing. These two volumes are somewhat unique in presenting in small compass material necessary for frequent use in literary work.

OWEN, MARGARET B. *The Secret of Typewriting Speed*. Forbes and Company, Chicago, 1917.

In this book the author gives the methods by which she has four times won the world's typewriting speed championship. The information and suggestions contained in it should help any operator to increased efficiency.

PAGÉ, VICTOR W. *Automobile Repairing Made Easy: Shop Methods, Equipment, Processes*. A Complete Treatise Explaining Approved Methods of Repairing All Parts of All Types of Gasoline Automobiles. Shows All Latest Developments Based on a Wide, Actual Repair Experience. The Norman W. Henley Publishing Company, New York, 1917.

Includes electric starting and lighting system instructions, oxyacetylene welding, tire repairing, engine and ignition timing, and overhauling. Invaluable to motorists, students, mechanics, and repair men. Every phase of the subject is treated in a practical, non-technical manner.

— *Automobile Starting, Lighting, and Ignition: Elementary Principles, Practical Application, Wiring Diagrams, and Repair Hints*. A Complete Exposition Explaining All Forms of Electrical Ignition Systems Used with Internal Combustion Engines of All Types, also Includes a Comprehensive Series of Instructions Pertaining to Starting and Lighting Systems of Automobiles. Sixth Edition, Revised. The Norman W. Henley Publishing Company, New York, 1919.

Describes storage battery construction and maintenance, magneto timing, care of motors and generators, and systematic location of all electrical faults. For motorists, students, mechanics, and repair men. Each phase of the subject is treated in an easily understood, non-technical manner.

PAGÉ, VICTOR W. *How to Run an Automobile: A Concise, Practical Treatise Written in Simple Language Explaining the Functions of Modern Gasoline Automobile Parts with Complete Instructions for Driving and Care.* The Norman W. Henley Publishing Company, New York, 1917.

This book gives concise instructions for starting and running all makes of gasoline automobiles, how to care for them, and how to understand the distinctive features of control.

PALMER, GEORGE HERBERT. *The Ideal Teacher.* Riverside Educational Monographs, Houghton Mifflin Company, Boston, 1910.

A helpful essay on the profession of teaching and upon the qualifications that make the successful teacher.

PARSONS, FRANK. *Choosing a Vocation.* Houghton Mifflin Company, Boston, 1909.

This volume presents the historic background of the vocational guidance movement and the plan and vision of the great pioneer in the field. It is still widely read and of high inspirational value, but its methods have given way to the more practical usages of the later time.

PARTON, JAMES. *Captains of Industry.* Selected Sketches with Introduction and Illustrations. Riverside Literature Series, Houghton Mifflin Company, Boston, 1912.

This well known book is worth the reading of every young person who enters upon the work of the world.

PATCHIN, FRANK G. *The Range and Grange Hustlers on the Ranch.* Henry Altemus Company, Philadelphia, 1912.

A boys' story of western farming and sheep raising, entertaining and instructive.

PATTISON, T. HARWOOD. *For the Work of the Ministry.* American Baptist Publication Society, Philadelphia, 1907.

The book deals with such topics as "The Call to the Ministry," "Ordination," "The Minister and His Study," "The Minister and His Bible," "The Minister and His Devotions," "Finance," "Ministers and Collateral Interests," and "Is the Ministry Worth While?" For the theological student and the pastor at work. Of value to the young man, also, who is thinking of entering the calling. Useful information and wise counsel upon conditions, principles, and practices that underlie success in the profession.

PATTON, FRANCES. *Home and School Sewing, Teachers' Edition.* Newson and Company, New York, 1901.

A teacher's manual with specific directions for conducting classes in sewing, including the courses followed for many years in the public schools of Philadelphia. Suitable for use by the pupil also.

PAYNE, ARTHUR F. *Art Metalwork with Inexpensive Equipment*. The Manual Arts Press, Peoria, Illinois, 1914.

Treats of the ores, alloys, and commercial forms of the various metals used in art work, tools and equipment of the craft worker, and the correlation of art metalwork with other school subjects. Describes in detail the processes involved. The standard textbook on the subject for students and teachers of art. Abundantly and beautifully illustrated.

PAYNE, GEORGE HENRY. *History of Journalism in the United States*. D. Appleton and Company, New York, 1920.

The pioneer work of the first great journalists, the editors of the Civil War and Reconstruction Period, the growth of party press, slavery, suffrage, journalism in the various sections of the country, and other important topics. The author is a newspaper man of wide experience and a lecturer on journalism. The book is the result of many years of study of the press as a factor in national development.

PERRIGO, OSCAR E. *Modern Machine Shop Construction, Equipment, and Management*. Second Edition, Revised and Enlarged. The Norman W. Henley Publishing Company, New York, 1917.

This volume treats of the economical building, the efficient equipment, and the successful management of the modern machine shop and manufacturing establishment. It was designed for the architect, engineer, manufacturer, director, executive officer, accountant, superintendent, and foreman in the industry. It is fully illustrated and is a comprehensive and practical work of very high value.

PERRY, FRANCES M. *Four American Inventors: A Book for Young Americans*. American Book Company, New York, 1901.

The stories of the lives and achievements of Robert Fulton, Eli Whitney, Samuel F. B. Morse, and Thomas A. Edison. Intimately written and inspiring.

PERRY, L. DAY. *Seat Weaving*. The Manual Arts Press, Peoria, Illinois, 1917.

Tells how to prepare raw materials, how to cane chairs, how to use cane webbing, how to do rush seating and reed and splint weaving, how to make seats of reeds and splints, and how to finish cane and other materials used for seating and decoration in furniture construction. A handbook for teacher and student. Well illustrated, practical, authoritative.

PICKARD, A. E. *Industrial Booklets*. Elementary Industrial Series, Webb Publishing Company, St. Paul, 1916.

This little book is a guide for the building up of notebooks upon industrial subjects in language and composition classes. It is intended for boys and girls in junior high schools, upper grades, and rural schools, and may be used for either oral or written work. The method presented is very effective in leading young people to secure vocational information for themselves.

— *Industrial Work for Boys*. Elementary Industrial Series, Webb Publishing Company, St. Paul, 1916.

Simple industrial lessons for the intermediate and upper grades and for rural schools. A good introduction to further study and of practical service to young people who must enter industry without extended vocational training.

PICKARD, A. E. *Rural Education: A Complete Course of Study for Modern Rural Schools.* Webb Publishing Company, St. Paul, 1915.

The training of teachers and school management, and four daily programs for the conduct of rural schools. Other industrial and academic work are explained in detail and the industrial material is fully illustrated. The book will be of value to those engaged in the rural school problem.

PICKARD, A. E., and HENEGREN, MARIE C. *Industrial Work for Girls.* Elementary Industrial Series, Webb Publishing Company, St. Paul, 1916.

This text covers all phases of industrial work for girls, with complete courses in sewing and domestic science and material upon school lunches and club work.

PINCHOT, GIFFORD. *The Training of a Forester.* Revised Third Edition. Lippincott's Training Series, J. B. Lippincott Company, Philadelphia, 1917.

What the forest is, what the training and knowledge of the forester should be, and what forestry and its various lines of service are. For young men who are considering this occupation or desire an outdoor life. An excellent book by one of the foremost authorities. Says the *American Lumberman*, "The right man has now written the right message upon this subject."

PLUMB, CHARLES S. *Beginnings in Animal Husbandry.* Farm Science Series, Webb Publishing Company, St. Paul, 1918.

This volume treats of the breeds and raising of horses, cattle, sheep, swine, and poultry. It is a textbook for agricultural schools. The chapters on "Suggestions to Young Breeders," "Feeding Standards," and "The Care of Farm Animals" will be found of exceptional value to beginners in farming.

POWELL, LYMAN P., and CURRY, CHARLES M., Editors. *The World and Democracy.* Rand McNally and Company, New York, 1919.

Extracts from many writers presenting the American view of the fundamentals of democratic government. Contains war messages, patriotic essays, and poems, and letters from fighting men in the recent World War, with valuable historical notes. Suitable for reading by high school students and by young men who contemplate a career in the Army or Navy.

PRESSEY, PARK. *A Vocational Reader.* Rand McNally and Company, New York, 1916.

Extracts from the writings of well-known authors, presenting brief pictures of work in the common occupations, both in prose and poetry. For grammar and junior high schools. Valuable in presentation of facts and for inspiration.

PRIESTMAN, DOROTHY TUKE. *Home Decoration.* The Penn Publishing Company, Philadelphia, 1909.

A useful little book for the homemaker.

PURFIELD, HORACE TRAITON. *Wood Pattern-Making: A Textbook for the Use of High School, Trade School, Technical School, and College Students.* Fifth Edition. The Manual Arts Press, Peoria, Illinois, 1919.

Presents the best methods of pattern construction. A practical text for high school, trade or technical school, or engineering college. Written by an experienced pattern-maker and teacher of pattern-making. Clear and concise.

QUINN, MARY J. *Planning and Furnishing the Home: Practical and Economical Suggestions for the Homemaker.* Harper and Brothers, New York, 1914.

This book gives important information for furnishing a house or an apartment or refurnishing a home. Deals especially with the needs of families of moderate income.

REDFIELD, WILLIAM C. *The New Industrial Day.* The Century Company, New York, 1913.

This book presents a discussion of the great problems arising in the industrial field at the opening of the World War by one who was a manufacturer and widely known as an expert in the scientific development of industry. Written for the employer, manager, and employee. A book of large and practical vision and useful for those engaged in the reconstruction of the present time.

REED, ANNA Y. *Newsboy Service: A Study in Educational and Vocational Guidance.* Introduction by George Elliott Howard. School Efficiency Monographs, World Book Company, Yonkers-on-Hudson, New York, 1917.

The nature and importance of a vocation followed by thousands of American school boys and of the economic, social, and moral questions involved in it. Primarily for superintendents and teachers in the public schools, but full of human interest for the general reader. The first vocational study made under the Smith-Hughes Act. "A model contribution to the literature of practical sociology."

RHOE, MARY JANE. *The Dress You Wear and How to Make It.* G. P. Putnam's Sons, New York, 1918.

The principal details of dressmaking tested in teaching and arranged in a concise system for evening and vocational school classes. Useful also for the home and shop.

RICHARDS, CHARLES R. *What We Need to Know about Occupations.* Bloomfield's *Readings in Vocational Guidance*, 504-514. Ginn and Company, Boston, 1915.

An address delivered at the Second National Conference on Vocational Guidance in New York in 1913. It presents in brief and succinct form the occupational factors which should be known by the counselor and young worker.

RICHARDS, WILLIAM ALLYN. *Forging of Iron and Steel: A Textbook for the Use of Students in Colleges, Secondary Schools, and the Shop.* D. Van Nostrand Company, New York, 1915.

The history of forging, the work of forging, and the hardening and tempering of tool steel, in language simple enough for the high school boy and with treatment thorough enough for the veteran smith.

RICHMOND, MARY E. *Social Diagnosis.* Russell Sage Foundation, New York, 1917.

A thorough examination into social conditions, methods of dealing with families and individuals in need, and a wise and sympathetic treatment of those unfortunate members of the human family who are handicapped by birth, environment, or other cause.

RINDSFOOS, C. S. *Purchasing*. McGraw-Hill Book Company, New York, 1915.

This volume presents important information upon the buying of merchandise, a subject upon which there has been a great lack of printed material. This is a good text for the student and reference work for one connected with the purchasing department of business.

ROBINSON, HUMPHREY. *A Simple Explanation of Modern Banking Customs*. Small, Maynard and Company, Boston, 1910.

Designed for the promotion of closer and more satisfactory relations between the public and the banks; for the information of depositors generally, and of those just entering the banking business.

ROBISON, EMILY, Compiler. *Vocational Education*. The Handbook Series, The H. W. Wilson Company, New York, 1917.

This book consists of extracts and articles selected from recent literature on vocational education. It has a lengthy but unannotated bibliography upon the subject. For teachers and students in the field. Valuable as a source book and as giving the best material from contemporary authorities.

ROEHL, L. M. *Problems in Carpentry: A Course in Practical Carpentry for Manual Training Classes*. Webb Publishing Company, St. Paul, 1918.

A course in carpentry such as is here outlined not only gives the student an insight into the building trades, but develops thought, observation, and the necessary practical training of the hand.

ROGERS, WILLIAM. *Rogers' Machinists' Guide: A Practical Illustrated Treatise on Modern Machine Shop Practice*. Theo. Audel and Company, New York, 1913.

Part I treats of the materials dealt with in the trade of the machinist and their properties. Part II treats of the mathematics of the trade and of the nature and operation of the machines used in it. It is an excellent volume, suitable for class and reference use.

ROLLINS, FRANK WEST. *What Can a Young Man Do?* Little, Brown, and Company, Boston, 1907.

Accounts of fifty-two of the common occupations that may be entered by young men, written with the aid of experts in these occupations. Intended for the parent and young man. The treatment is popular rather than scientific. One of the first books in the field. The chapters on "Advice to Parents" and "Education" are of especial vocational guidance value.

ROSE, AUGUSTUS F. *Copper Work: An Illustrated Textbook for Teachers and Students in the Manual Arts*. Atkinson, Mentzer and Company, Boston, 1908.

This book explains the equipment necessary for teaching work in copper, gives illustrative designs and detailed descriptions of the processes used in their execution, and presents a progressive course. It is the best text available.



ROSE, AUGUSTUS F., and CIRINO, ANTONIO. *Jewelry Making and Design: An Illustrated Textbook for Teachers, Students of Design, and Craft Workers in Jewelry*. Metal Crafts Publishing Company, Providence, R. I., 1917.

Book I treats of Jewelry Making; Book II, of Design. In each part is presented a series of progressive lessons consecutively arranged from the simple to the complex. Materials and processes are described in detail. It is a most excellent book and richly illustrated.

RUSSELL, CHARLES E. B. *Manchester Boys: Sketches of Manchester Boys at Work and Play*. Second Edition. Manchester University Press, Manchester, England, 1913.

Brief and helpful sketches of the employments and kinds of amusement entered into by boys in an English city.

RUSSELL, THOMAS H., and RATHBUN, JOHN B. *Motor Truck and Automobile Motors and Mechanism: A Practical Illustrated Treatise on the Power Plant and Motive Parts of the Modern Motor Vehicle, for Owners, Operators, and Repairmen*. Stanton and Van Vliet Company, Chicago, 1918.

It is the purpose of this book to present in a clear, concise manner the essential facts regarding the construction, operation, and repair of the modern automobile and motor truck.

SAALFIELD PUBLISHING COMPANY, THE. *Careers for the Coming Men: Practical and Authoritative Discussions of the Professions and Callings Open to Young Americans*. New York, 1904.

Essays upon twenty-three of the leading vocations open to young men by authorities of national reputation, — Whitelaw Reid, D. B. St. John Roosa, Colonel A. L. Mills, Rear-Admiral G. W. Melville, Rush Rhees, C. S. Smith, G. B. Stewart, George N. Daniels, Thomas Hastings, T. C. Martin, John Warner, R. H. Thurston, T. A. Rickard, M. M. Gillam, G. F. Swain, L. H. Bailey, William Chesebrough, J. K. Hackett, John F. Dryden, F. N. Doubleday, Charles N. Fowler, Bradford Rhodes, and Cyrus T. Brady. This book preceded the vocational guidance movement but has something of its outlook and is still of value to the young man.

SAMUEL, ELIZABETH I. *The Story of Gold and Silver*. The Industrial Series, The Penn Publishing Company, Philadelphia, 1911.

— *The Story of Iron*. The Industrial Series, The Penn Publishing Company, Philadelphia, 1914.

These books present the simple facts and operations of mining in story form suitable for children up to the ages of twelve or fifteen years. They are entertaining and highly instructive.

SANDIFORD, PETER, Editor. FOGHT, H. W., HOPE, A. H., KANDEL, I. L., RUSSELL, W., and SANDIFORD, PETER. J. M. Dent and Sons, Ltd., London, and E. P. Dutton and Co., New York, 1918.

War-time studies of the educational systems of the United States, Germany, England, France, Canada, and Denmark, made with the purpose of increasing the service of education in the reconstruction of the world. An important contribution to educational literature.

SANFORD, FRANK G. *The Art Crafts for Beginners*. The Century Company, New York, 1904.

Progressive lessons in design, wood-working, pyrography, sheet-metal work, leather work, bookbinding, pottery, basketry, and bead work, for seventh and eighth grades and high schools. Simple, clear, fully illustrated.

SCHMIT, CELESTINE LEONTINE. *Garments for Girls*. The Century Company, New York, 1919.

A series of lessons on cutting, sewing, and the making of the most necessary garments in any girl's wardrobe. Designed for use in vocational schools and classes. The author is Associate Professor of Home Economics in the University of Wisconsin, and the material in the book has been developed out of practical work in the vocational schools of the state.

SCHNEIDER, HERMAN. *Education for Industrial Workers: A Constructive Study Applied to New York City*. School Efficiency Series World Book Company, Yonkers-on-Hudson, New York, 1915.

The kinds of vocational schools required to meet the needs of youth who must go to work at an early age and the nature of employment in industry. A special report for the Committee on School Inquiry of the Board of Estimate and Apportionment of the City of New York, 1911-12, and a high contribution to the cause of industrial education.

SCHWAB, CHARLES M. *Succeeding with What You Have*. The Century Company, New York, 1917.

A book of terse and pungent comment upon the elements of success, illustrated by brief sketches of some of the men associated with the author in great industrial undertakings. Designed for the inspiration of young men.

SCRIMSHAW, STEWART. *Bricklaying in Modern Practice*. The Macmillan Company, New York, 1920.

A simple explanation of the nature and materials of the trade, tools and apparatus, the theory and economics of the trade, safety and hygiene, trade organizations, and apprenticeship. Written for boys learning the trade and for other persons who wish to learn something about it.

SEAMAN, GEORGE W. *Progressive Steps in Architectural Drawing*. The Manual Arts Press, Peoria, Illinois, 1919.

A step-by-step method in architectural drawing, with details of design and construction. A textbook for drafting courses in high and technical schools, and a reference book for draftsmen in architectural offices. Fully illustrated.

SECRIST, HORACE. *An Introduction to Statistical Method: A Textbook for College Students, A Manual for Statisticians, and Business Executives*. The Macmillan Company, New York, 1917.

A fundamental treatment of the methods of statistical investigations and interpretations, presenting these methods as means rather than as ends. An excellent text and reference work.

SEELEY, LEVI. *Teaching: Its Aims and Methods*. Hinds, Noble and Eldredge, New York, 1915.

The nature of the profession, the growth of the teacher, waste in education, dealing with defective children, how to teach, and methods and values of instruction in various divisions of the school curriculum. The author is professor of pedagogy in the New Jersey State Normal School and writes out of large experience and research.

SEITZ, DON C. *Training for the Newspaper Trade*. Lippincott's Training Series, J. B. Lippincott Company, Philadelphia, 1916.

Discusses training and opportunity, the trade, editor, reporter, reader, industrial side, advertising, illustrating, circulation, and the country paper. For those who wish to enter the newspaper field or learn about it. Not well named, since newspaper publication is a business, touching professions on one side and trades on the other. Written in typical newspaper style, with some exaggeration. Presents opportunities well. The author rose from work on country weekly to metropolitan daily in a few years.

SHAW, ARCH WILKINSON. *An Approach to Business Problems*. Harvard University Press, Cambridge, 1916.

It is the purpose of this book to present a classification of the activities of business, to supply a uniform method of approach to business problems, and to illustrate the application of this method to typical problems. It was prepared for the student and for the business organizer and manager. It presents a definite system of business practice.

SHAW, A. W., COMPANY. *Handling Men: Selecting and Hiring, How to Hold Your Men, Breaking In and Developing Men, Putting More Than Money in Pay Envelopes*. New York, 1917.

Nineteen articles by writers of experience and authority upon the various activities in the conduct of an employment department, combined in a single volume for the employment executive. A good introduction to scientific personnel management.

— *How to Handle and Develop Your Own Business: Tested Plans and Methods That Build Success in Business and Profession — Ways to Make New Profits — How to Cut Down the Load of Profitless Detail Work*. New York, 1918.

Examples of ways of doing business that have brought marked success in hundreds of establishments throughout the country, so presented that the business executive may adopt them or profit by comparing them with his own methods.

— *How to Manage an Office*. New York, 1914.

Methods that enabled ninety-three offices to handle more business at less expense. Making conditions right for fast work; showing workers how and getting them interested; approved plans for handling letters, orders, files, lists, and supplies; expense cutting; duties, schedules, and desk methods of managers. Of value, also, to the office employee.

SHAW, A. W., COMPANY. *How to Manage Men*. New York, 1914.

The book presents ideas and methods which twenty-four factory managers have proved in their work. Getting the men behind new ideas and management plans; how factory executives charge spoiled work, learn men's earning power, fix wages and award increased pay; making the force get in on time, read the rules, and pull together. For manager, superintendent, and foreman. Brief and to the point.

— *Personality in Business: How to Give Personality to Business — Personalities That Have Won Success*. New York, 1917.

Articles by successful executives in large business and industrial establishments upon the importance of the personal element in dealing with people. A suggestive book for the executive in any line of activity.

— SHAW, FRANK L. *The Building Trades*. Cleveland Education Survey, The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the sections of the Cleveland Education Survey. Presents the nature of the various divisions in the field, the numbers of workers in them, and the sources of supply, conditions of work, training in school, training after leaving school. An outline of special training courses for teachers and boys in industrial classes. Interesting and useful.

— *The Printing Trades*. Cleveland Education Survey, The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

A section of the Cleveland Survey. Treats of the industry, the work of the composing room, press room, bindery, plate making and lithography, school training, and apprentices and journeymen. For use with industrial classes. Information of the first importance presented briefly and clearly.

SHELDON, ARTHUR FREDERICK. *The Art of Selling: For Business Colleges, High Schools of Commerce, Y. M. C. A. Classes, and Private Students*. The Sheldon School, Chicago, 1911.

A series of practical lessons on the general principles of selling, classes of salesmen, kinds of selling, and kindred topics. The author, both an experienced salesman and a teacher, is well known as an authority in this field.

SLICHTER, SUMNER H. *The Turnover of Factory Labor*. D. Appleton and Company, New York, 1919.

Although nominally a study of the turnover of labor, this work is fundamentally a study of the methods of handling men, and of interest to all engaged in the problems of management.

SLOANE, T. O'CONOR. *Electrician's Handy Book: A Modern Book of Reference*. Fifth Revised and Enlarged Edition. The Norman W. Henley Publishing Company, New York, 1920.

A condensed cyclopedia of electricity, more exhaustive than an electrical dictionary, and serving the purpose of an electrical engineer's reference book, in which the general principles are fully treated in an elementary manner. A reference book for the advanced electrician and a textbook for the student. An excellent treatment of the subject.

SLOSSON, EDWIN E. *Creative Chemistry, Descriptive of Recent Achievements in the Chemical Industries*. The Century Books of Useful Science, The Century Company, New York, 1919.

A popular explanation of what modern chemistry is doing for the world. Discusses nitrogen, potash and phosphates, coal tar products, cellulose, electrical furnace products, rare metals, sugar, petroleum products, synthetic perfumes and flavors, radium and the atom, and allied topics, including economic and political conditions in Asia. For the advanced student of science and the general reader. A book of high scholarship and rare value.

SMITH, J. RUSSELL. *Commerce and Industry*. Henry Holt and Company, New York, 1916.

This book treats of the production and distribution of the world's great commercial staples and of the progress of our leading manufacturing industries. It is suitable for use in advanced classes in business schools and colleges and for general reading. It is a masterly presentation of commercial geography and industry, showing clearly how man's industries are determined by his environment.

— *The Elements of Industrial Management*. J. B. Lippincott Company, Philadelphia, 1915.

This book is the outgrowth of a course upon industrial management at the Wharton School of Finance and Commerce in the University of Pennsylvania, in which the author is professor of industry. It deals with the rise of modern industry, organization, management, production, profits, standardization, labor, wages, and the other great problems of the field. For the training and information of industrial managers. Comprehensive and valuable.

SOARES, THEODORE G., and OBER, CHARLES K. *The Y. M. C. A. Secretaryship: A Significant Life Calling*. Association Press, New York, 1917.

This pamphlet treats of the functions of the Association in modern Christianity, the work of the Association secretary, and how to prepare for it. It is designed as a guide for those who desire to enter this field of service.

SOUDER, M. ATTIE. *The Notion Department*. Department Store Merchandise Manuals, The Ronald Press Company, New York, 1917.

Information upon the merchandise of the so-called notion department of the modern retail store, comprising sewing tools and supplies, dress accessories and findings, hair goods, and shoe findings. Prepared for the selling clerk.

SPENCER, ELLEN LANE. *The Efficient Secretary*. Frederick A. Stokes Company, New York, 1916.

Information and practical suggestions upon duties, economy, loyalty, and securing a position, for stenographers and others wishing to become secretaries.

SPILLMAN, W. J. *Farm Science: A Foundation Textbook on Agriculture*. World Book Company, Yonkers-on-Hudson, New York, 1918.

A scientific treatise on the general principles of soil culture. The divisions of the book deal with the soil, the plant, the animal, the farm, with suggestions for observation, problems, experiments, and exercises at the ends

of chapters. Prepared for classes in agricultural and high schools. The author was formerly Chief of the Office of Farm Management of the United States Department of Agriculture, and the book is a most excellent one.

STANFORD UNIVERSITY COMMITTEE ON VOCATIONAL GUIDANCE. *Vocational Information*. University Bulletin, Third Series, No. 22, Leland Stanford Junior University, June 15, 1919.

A study of the vocations open to the University graduates and the kinds of training needed therefor. Excellent material.

STARBUCK, R. M. *Standard Practical Plumbing: An Exhaustive Treatise on All Branches of Plumbing Construction including Drainage and Venting, Ventilation, Hot and Cold Water Supply, and Circulation*. The Norman W. Henley Publishing Company, New York, 1910.

This book is an exhaustive work upon the trade of the plumber. It shows the latest and best plumbing practice, and gives special attention to the skilled work of the plumber and to the theory underlying plumbing devices and operations. It contains 347 original illustrations drawn expressly for this volume. It is one of the leading texts upon the trade.

STARCH, DANIEL. *Advertising: Its Principles, Practice, and Technique*. Scott, Foresman and Company, New York, 1914.

Presents the elementary principles of advertising, the problems of its policies and plans, and the technical construction of advertisements. A textbook for students and introductory handbook for business men. A clear presentation of modern advertising practice.

- STEVENS, BERTHA M. *Boys and Girls in Commercial Work*. Cleveland Education Survey, The Survey Committee of the Cleveland Foundation, Cleveland, Ohio, 1916.

One of the sections of the Cleveland Education Survey. Presents a general view of commercial work open to boys and girls. Descriptions of the divisions of the field, wages, and commercial training. For use with commercial classes. A useful volume, but necessarily little more than a summary of the occupational side of the subject.

STEWART, FRANCES ELIZABETH. *Lessons in Cookery*. Three volumes. Home Economics Series, Rand McNally and Company, New York, 1918.

Book I treats of food economy; Book II, of diet for adults; Book III, of diet for children. It is a useful series, extended enough for use with domestic science classes and simple enough for practical use in the home. It gives only simple treatment to the science of food values.

STILWELL, KATHERINE M. *The School Printshop*. Rand McNally and Company, New York, 1919.

A technical study of the art of printing, with outlines of courses. For the use of classes in elementary and industrial schools. A good book for the student and young printer.

STIMSON, RUFUS W. *Vocational Agricultural Education by Home Projects*. The Macmillan Company, New York, 1919.

An interesting account of the work done in giving agricultural training to young people and others on the farm in Massachusetts. Suitable for teacher-training and as a guide for beginners in agricultural teaching. An excellent and richly illustrated book.

**STIRLING, YATES**, Commander U. S. Navy. *Fundamentals of Naval Service*. J. B. Lippincott Company, Philadelphia, 1917.

A manual upon the U. S. Navy, naval equipment, seamanship, principles of naval strategy, and training for the service. Special chapters by Lieut. Commander H. C. Mustin, U. S. N., Lieut. Commander C. S. McDowell, U. S. N., and Ralph Walker McDowell, M.D., Past Assistant Surgeon, U. S. N. A stimulating volume for all who desire knowledge of naval affairs. The chapter upon "The Navy as a Career" is excellent.

**STODDARD, JOHN SIDNEY**, and the Author of "Preston Papers." *What Shall I Do?* Hinds, Hayden and Eldredge, Inc., New York, 1899.

One of the earliest of the modern books on the occupations. Takes the form of dialogue between teacher and pupil. Prepared for use with grammar and high school pupils, from information secured from professional men and women, clerks, salesmen, and workers in the trades and other special lines. Describes occupations as they were twenty years ago. Especially valuable in suggestions for industry in employment.

**SVENSEN, CARL L.** *A Handbook on Piping*. D. Van Nostrand Company, New York, 1918.

This work supplies in convenient form information and data concerning piping, fittings, pipe joints, valves, piping drawings, and pipe lines and their accessories. For student, workman, and engineer. The book lays no claim to originality, but is the first of its kind in this field. It is exhaustive and profusely illustrated.

**SYSTEM.** *The Knack of Selling: System's New Method of Training Men to Sell*. Three volumes. A. W. Shaw Company, New York, 1913.

These three little volumes present material upon six features of the work of the salesman, as follows: 1, Mapping out the canvass; 2, Managing the interview; 3, How and when to close; 4, Finding and correcting your weak points; 5, Getting in to see the prospect; 6, Acquiring the art of "mixing." This material includes the usual information upon the art of selling and suggestive anecdotes and diagrams. It is especially designed for the traveling salesman who does not take a school course of training.

**TAPPAN, EVA MARCH.** *The Farmer and His Friends*. Book I, The Industrial Readers, Houghton Mifflin Company, Boston, 1916.

This volume presents an account of the raising and preparing for use of each of the leading products of agriculture.

— *Diggers in the Earth*. Book II, The Industrial Readers, Houghton Mifflin Company, Boston, 1916.

Descriptions of the products of mining, and the story of their extraction from the earth.

— *Makers of Many Things*. Book III, The Industrial Readers, Houghton Mifflin Company, Boston, 1916.

Accounts of inventions that have become indispensable to human comfort, — such as the friction match, India rubber, dishes, watches, and shoes.

— *Travelers and Traveling*. Book IV, The Industrial Readers, Houghton Mifflin Company, Boston, 1916.

A study of railroad and railway systems, the motor car, transportation by water, and public highways. A simple study of the means and work of transportation.

The series is designed for supplementary reading in the elementary, junior high, and industrial school, and in the home. The style is clear and fascinating and the material of the highest worth.

TAPPER, THOMAS. *How to Build a Fortune*. The Platt and Nourse Company, New York, 1913.

Treats of the earning of money, its uses, and its accumulation for protection in old age, and of the development of the treasures and powers of the mind. Suggestive and helpful reading for student and worker.

— *Youth and Opportunity: Being Chapters on the Factors of Success*. The Platt and Nourse Company, New York, 1912.

The theme of this book is "how to get on in life." It treats of success, books, education, money, time, work, leisure, habits, and similar topics. It is a good reading book for students in high school and college and for workers who need inspirational literature.

TAYLOR, EMERSON. *Practical Stage Directing for Amateurs: A Handbook for Amateur Managers and Actors*. E. P. Dutton and Company, New York, 1916.

A compendium of stage requirements, directions, and technique both for acting and stage managing. Excellent suggestions for the amateur actor and public speaker and a good introduction to an extended study of dramatic art.

TAYLOR, JOSEPH S. *A Handbook of Vocational Education*. The Macmillan Company, New York, 1914.

Treats of industrial education in Europe, industrial training in this country, vocational schools, training of teachers, vocational guidance, apprenticeship, and compulsory education. Intended as an aid in establishing and conducting vocational schools. One of the first single volumes attempting to give a systematic survey of the field of vocational education. A convenient handbook for the general reader.

THOMPSON, C. BERTRAND. *How to Find Factory Costs*. A. W. Shaw Company, New York, 1916.

The nature and importance of a cost system, the determination of cost statistics in industrial establishments, and their relation to the entire effectiveness of operation. For the factory manager and for the accountant. The Federal Trade Commission has recently announced that less than twenty per cent of our business concerns have cost systems. This book, therefore, is timely, and is adapted to use in small companies as well as in large.

— Editor. *Scientific Management: A Collection of the More Significant Articles Describing the Taylor System of Management*. Harvard University Press, Cambridge, Mass., 1914.

This volume includes the authoritative material upon scientific management outside of the well known standard books by Taylor and Gantt. It presents the practices that have grown out of theory, the social and economic bearings of the movement, and its status in the period immediately preceding the World War. It is a very important contribution to the literature of the field.



THOMPSON, ELIZA B. *The Cotton and Linen Departments. Department Store Merchandise Manuals*, The Ronald Press Company, New York, 1917.

An account of the growing and handling of cotton and flax and of the manufacture and finishing of the various kinds of cotton and linen goods. Prepared for use by salespeople. Interesting and valuable.

— *The Silk Department. Department Store Merchandise Manuals*, The Ronald Press Company, New York, 1918.

Presents information about the production of silk, the making of silk goods, and the divisions of the department. Intended for use of salespeople and for students of household arts and home economics both in the school and in the home. Highly technical but important for selling clerk or student.

THOMPSON, E. H., and SPILLMAN, W. G. *Farm Diary: A Business Record and Account Book*. World Book Company, Yonkers-on-Hudson, New York, 1918.

A book of forms for recording the work and transactions of the farmer for each day in the year, based upon experiment and a study of the best farm accounting systems in practice.

THWING, CHARLES FRANKLIN. *The Training of Men for the World's Future*. The Platt and Nourse Company, New York, 1916.

A survey of the world's future written in the midst of the World War, with an outlook on the educational problems confronting young men. The only volume treating the college and university as forces which can aid in this re-creation. The author, President of Western Reserve University and prominent as an educator for a generation, becomes a prophet and interpreter, pointing out the great value of the higher education in the reconstruction of the world.

TIPPER, HARRY, HOLLINGWORTH, HARRY L., HOTCHKISS, GEORGE BURTON, and PARSONS, FRANK ALVAH. *The Principles of Advertising*. The Ronald Press Company, New York, 1920.

Covers principles of market analysis, writing copy, selection of illustrations, layouts, and other details of practical advertising work. A standard textbook for college courses in advertising. The high standing of the authors in the field of business education gives the book unusual value to student, advertiser, and business man.

TODD, ARTHUR JAMES. *The Scientific Spirit and Social Work*. The Macmillan Company, New York, 1919.

This is a detailed and philosophical treatment of the work involved in social service and social reform. It is for college and university students.

TOLMAN, WILLIAM H., and GUTHRIE, ADELAIDE WOOD. *Hygiene for the Worker*. Crampton's Hygiene Series, American Book Company, New York, 1912.

This book sets forth matters of most importance to the good health, happiness, and efficiency of the worker in industry or business. It treats of habits, clothing, food, hygiene, fatigue, rest, occupational dangers, aid for the injured, and related topics. Designed for boys and girls between 13 and 18 years of age in special and vocational classes in school. Of high value to all workers for study or reference.

TOWNE, EZRA THAYER. *Social Problem: A Study of Present Day Social Conditions*. The Macmillan Company, New York, 1919.

This volume presents the weaknesses of our present social order and the efforts being made to eliminate these weaknesses. It was prepared for the student of social conditions, and shows clearly the possibilities of wise and constructive social action.

TRAPHAGEN, ETHEL H. *Costume Design and Illustration*. John Wiley and Sons, New York, 1918.

Includes sketching, drawing without models, methods, color, design, the fashion silhouette, historic costume, related topics, and bibliography. An excellent text for classes in design and illustration.

TURNER, FREDERICK W., PERRIGO, OSCAR E., and FAIRFIELD, HOWARD P. *Machine Shop Work: A Comprehensive Manual of Approved Shop Methods, Including the Construction and Use of Tools and Machines, the Details of Their Efficient Operation, and a Discussion of Modern Production Methods*. American Technical Society, Chicago, 1918.

A full description of the nature, construction, and use of speed lathes, milling and stamping machines, die presses, and the jigs, tools, and dies used with them, and of the general equipment of the modern machine shop. Suitable for class instruction and for consultation by the workman. A book of sterling value.

TWOMBLY, FRANCES DOANE, and DANA, JOHN COTTON. *The Romance of Labor: Scenes from Good Novels Depicting Joy in Work*. The Macmillan Company, New York, 1916.

Descriptive material upon agriculture, fishing, engineering, manufacturing, herding, forestry, mining, and science drawn from popular literature. Good for young readers, but some of the facts are obscured by their literary setting.

UNDERWRITER PRINTING AND PUBLISHING COMPANY, THE. *Live Articles on Accident Prevention*. A series of articles reprinted from the Monthly Liability Insurance Supplement of the Weekly Underwriter. New York, No. 6, 1918, and No. 7, 1919.

These two little volumes present material written by safety engineers and authorities upon accident prevention in important divisions of industry. They should be read by all who are responsible for and interested in industrial conditions and dangers.

UNITED STATES ARMY. *The Personnel System of the United States Army*. Two volumes. The Classification Division, Adjutant-General's Department, Washington, D. C., 1919.

*The History of the Personnel System*, Volume I, presents the nature of personnel work as its originators in the Army finally came to view it, the actual situation that confronted them, and the development of the work as it steadily solved the problems confronting the Army and finally ripened into an organized system.

*The Personnel Manual*, Volume II, gives detailed instructions for the actual operation of the personnel system as finally evolved and in use during the latter part of 1918.

The personnel work done in the Army and clearly and fully recorded in these two volumes marks a distinct and important advance in the application of psychological and occupational texts in vocational guidance. This material is indispensable for the employment manager, vocational counselor, and everyone interested in the problems of labor management.

UNITED STATES BUREAU OF LABOR STATISTICS. *Training Service Bulletins.*

United States Department of Labor, Washington, D. C., 1919.

This series of publications was issued by the Section on Industrial Training of the Committee on Labor of the Council of National Defense, which has ceased to exist. The bulletins are of interest to teachers of vocational education and to workers in the industries presented. The numbers of the series are as follows:

1. *How to Start a Training Department in a Factory.*
2. *A Successful Apprentice Toolmaker's School.*
3. *British Methods of Training Workers in War Industries.*
4. *Training Employees for Better Production.*
5. *Training Labor for Peace Time.*
6. *Labor Turnover and Industrial Training.*
7. *Industrial Training and Foreign Trade.*
8. *Some Advantages of Industrial Training.*
9. *Seven Million Candidates for Training.*
10. *A Business Man's Experience with Industrial Training.*
11. *Efficient Training in a Large Plant.*
12. *How Training Departments Have Bettered Production — A Symposium.*
13. *Training in Representative Industries.*
14. *Training in Industrial Plants.*
15. *Training in the Paper Box Industry.*
16. *Training in Men's Suit and Overcoat Industry.*
17. *Training Workers in the Women's Cloak and Skirt Industry.*
18. *Industrial Training in the Overall Industry.*
19. *Training for Shirt Makers.*
20. *Training in the Rubber Industry.*
21. *Training in the Leather Shoe Industry.*
22. *Course of Instruction in Piano Making.*
23. *Outline Courses for Instruction in Lithography and Photolithography.*
24. *Industrial Training for Foundry Workers.*
25. *A Course of Instruction for Workers in the Cotton Mills.*
26. *The Foreman.*

UNITED STATES BUREAU OF LABOR STATISTICS. *Vocational Education Survey of Minneapolis, Minnesota.* United States Department of Labor, Washington, D. C., 1917.

— *Vocational Education Survey of Richmond, Virginia.* United States Department of Labor, Washington, D. C., 1916.

These two surveys are among the best known, most carefully prepared, and most valuable of the recent studies of industrial and educational conditions in American cities. They present useful information upon numerous occupations that are not only local but national in importance. Among

these are the building trades, printing trades, metal trades, retail stores, the tobacco industry, electrical work, woodworking trades, flour milling, and the garment trades.

UNITED STATES EMPLOYMENT SERVICE. *Descriptions of Occupations.* Bureau of Labor Statistics, United States Department of Labor, Washington, D. C., 1918.

The objects of these bulletins are to provide definitions of different kinds of work, so that employment specifications may be uniform in the various Federal Employment offices. The material is of value to employment executives, vocational advisers, and workers in business and industry. The occupations treated are the following:

*Boots and Shoes, Harness and Saddlery, Tanning.*

*Cane-sugar Refining, Flour Milling.*

*Coal and Water Gas, Paint and Varnish, Paper, Printing Trades, Rubber Goods.*

*Electrical Manufacturing, Distribution and Maintenance.*

*Logging Camps and Sawmills.*

*Medicinal Manufacturing.*

*Metal Working, Building and General Construction, Railroad Transportation, Shipbuilding.*

*Mines and Mining.*

*Office Employees.*

*Slaughtering and Meat Packing.*

*Street Railways.*

*Textiles and Clothing.*

*Water Transportation.*

USHER, JOHN T. *The Modern Machinist: A Practical Treatise on Modern Machine Shop Methods, Especially Adapted to the Use of Machinists, Apprentices, Designers, Engineers and Constructors.* Fifth Edition. The Norman W. Henley Publishing Company, New York, 1904.

This book describes in a comprehensive manner the most approved methods, processes, and appliances employed at the present time for cutting, shaping, fitting, erecting, and finishing metal work, on the vise, floor, lathe, planing, shaping, slotting, milling, drilling, grinding, and other machines, and is written in a thoroughly practical, up-to-date manner. It is illustrated by 257 original engravings made expressly for this book.

VANDERLIP, FRANK A. *Business and Education.* Duffield and Company, New York, 1907.

An excellent treatment of the relation of success in business to an adequate education for it, with an illuminating discussion of some of the great problems of the business world, such as the currency and banking.

VAN DERVOORT, WILLIAM H. *Machine Shop Tools and Shop Practice: A Book of Practical Instruction.* Seventh Edition. The Norman W. Henley Publishing Company, New York, 1918.

This volume describes in detail the construction, operation, and manipulation of both hand and machine tools, and the general work done in the modern machine shop. It is suitable both for text and reference use and contains 673 engravings of the latest tools and methods, all of which are fully described.

VAN KLEECK, MARY. *A Seasonal Industry: A Study of the Millinery Trade in New York*. Russell Sage Foundation, New York, 1917.

A detailed study of the millinery trade, its place in industry, its workers, seasons, wages, and working conditions, learning the trade, and public control in it, with special attention given to seasons. For industrial teachers and students and workers in the trade. The material presented was gathered through a period of a considerable number of years and is authoritative.

— *Wages in the Millinery Trade*. An appendix to the Fourth Report of the New York State Factory Investigating Commission. J. B. Lyon Company, Albany, New York, 1914.

A brief, intensive, study of the millinery trade in New York, dealing especially with processes of work, wage statistics, and wage rates. Especially useful for the industrial teacher, student, and milliner.

— *Women in the Bookbinding Trade*. Russell Sage Foundation. New York Survey Associates, Inc., 1913.

The nature of the trade operations performed by girls and women, seasonal employment, training, and other features. The first of a series of studies designed "to place before the people of the United States authoritative information in regard to the conditions under which women wage earners carry on their work and the wages which they receive." Comprehensive, accurate, and a distinct service to the cause of improving conditions for women in industry.

VINCENT, H. D. *Vocational Arithmetic: with Lessons in Spelling, Letter Writing, and Business Forms*. Houghton Mifflin Company, Boston, 1914.

Brief, typical, mathematical exercises for each of 100 lines of occupation. For vocational and high schools. Good as a general exercise book, but too brief in the treatment of each subject to have high vocational value.

WALDO, FULLERTON L. *Good Housing That Pays: A Study of the Aims and the Accomplishment of the Octavia Hill Association 1896-1917*. The Harper Press, Philadelphia, 1917.

Profitable material for those interested in the problems of housing.

WARREN, WALDO PONDRAY. *Thoughts on Business*. Forbes and Company, Chicago, 1915.

This book is an outgrowth of the business experience of the author through many years of association with a great commercial institution. It deals with the principles of success, self-improvement, and business methods and policies. Its suggestions will be found helpful to young men and others in business positions.

WATSON, HERBERT. *The Knack of Managing: System's New Method of Training Men to Manage*. Three volumes. A. W. Shaw Company, New York, 1917.

This little set of books discusses five features of management, as follows: 1, Analyzing the job; 2, Planning the operation; 3, Organizing the work; 4, Handling the "help"; 5, Conserving and caring for the business. Here are presented the fundamentals of managing the everyday affairs of everyday business, with apt examples and charts. These volumes are of especial value to one who has not been trained in business courses and one who has not time to study the larger works in this field of business.

WEAVER, DANIEL W., and WEAVER, E. W. *Medicine as a Profession*. The A. S. Barnes Company, New York, 1917.

This book presents the history of medicine, the place of the physician in society, systems of medicine, medical education, the requirements and rewards of medical practice, and a general survey of opportunities for service in the field. It has been prepared by a practicing physician and surgeon and a well-known vocational counselor and, in the main, is well adapted to the vocational guidance needs of teachers, parents, and young persons. Some of the information upon late forms of medical practice is at variance with the position now held by conservative authorities.

WEAVER, E. W. *Profitable Vocations for Girls*. The A. S. Barnes Company, New York, 1918.

This book is a revision of the author's earlier "Vocations for Girls," and was prepared by a committee of public school teachers under his direction. It presents material in brief and popular form upon the occupations open to girls and young women, with an appendix upon opportunities for training in New York City, securing employment, and wages. Suitable for use in life-career courses in elementary schools, junior high schools, and the first year high.

WEAVER, E. W., and BYLER, J. FRANK. *Profitable Vocations for Boys*. The A. S. Barnes Company, New York, 1915.

This is a companion book to that upon girls' vocations, described above. It gives a survey, in part only introductory, of occupations open to boys and young men. It is adapted to use in elementary life-career courses.

WEBB, SIDNEY. *The Works Manager Today: An Address Prepared for a Series of Private Gatherings of Works Managers*. Longmans, Green, and Company, New York, 1917.

A brief study of the problems of management in industrial concerns. Useful for student and manager.

WEBER, WALTER B. *Electrical Construction: An Elementary Course for Vocational Schools*. The Manual Arts Press, Peoria, Illinois, 1916.

Ninety-three problems of progressive difficulty, from simple magnetism to motors and generators, with accompanying diagrams and information. A combined textbook and shop manual. Made up with loose-leaf arrangement for convenience in class use. A most excellent book.

WEBSTER, EDWARD HARLAN. *English for Business*. Newson and Company, New York, 1916.

Lessons in the written and oral discourse of commercial life, including mainly the sentence, paragraph, social and business letter writing, after-dinner speaking, and advertising. For use in commercial schools. A very complete treatment of the subject.

WEST, FRANK L. *How to Repair Shoes*. Tuskegee Normal and Industrial Institute, Tuskegee, Alabama, 1912.

A series of twenty-one progressive lessons on hand shoe repairing, with numerous illustrations. For industrial teacher and learner in this branch of the shoe industry.

WHITAKER, CHARLES HARRIS, ACKERMAN, FREDERICK L., CHILDS, RICHARD S., and WOOD, EDITH ELMER. *The Housing Problem in War and in Peace*. The Journal of the American Institute of Architects, The Octagon, Washington, 1918.

Government work in housing during the war in England and France. Very fully illustrated and of interest to the student of social and industrial conditions.

WHITEHEAD, HAROLD. *Principles of Salesmanship*. The Ronald Press Company, New York, 1917.

Covers buying motives, relation of buyer and salesman, preparation of selling talk and handling customer, cultivation of personal qualities that make the successful salesman, and related topics. A practical course for school and college classes in salesmanship and useful as a reference book.

WILBUR, MARY ABONETTA. *Every-day Business for Women: A Manual for the Uninitiated*. Houghton Mifflin Company, Boston, 1910.

This volume explains in simple language the transactions of every-day business for the benefit of girls and women who may be compelled to attend to business matters of their own. The material has considerable vocational guidance value.

WILKINSON, JOHN W. *Practical Agriculture*. American Book Company, New York, 1909.

A brief treatise on agriculture, horticulture, forestry, stock feeding, animal husbandry, and road building. Prepared for general public school use and to reveal to pupils in city schools the opportunities of country life. The author was formerly professor of agriculture in Northwestern Normal School, Alva, Oklahoma, and the book is an excellent text.

WILLIAMS, ARCHIBALD. *The Romance of Modern Invention*. Seeley and Company, Ltd., London, 1907.

This book gives a non-technical account of some of the phases of modern invention, as seen in wireless telegraphy, wireless telephony, modern artillery, linotype machine, liquid air, the moving picture, automobile, and other inventions. Of value for inventors and workers in the machine trades and for young people of a mechanical or scientific adaptability.

WILLIAMS, GEORGE H., Editor. *Careers for Our Sons: A Practical Handbook to the Professions and Commercial Life*. Adam and Charles Black, London, 1914.

The nature, demands, training, opportunities, and rewards of the leading occupations usually entered by young men in Great Britain. The book is excellent, and much of the material useful for boys and young men everywhere.

WILLIAMS, JOSEPH H., Editor. *Stabilising Industrial Employment: Reducing the Labor Turnover*. *The Annals*, Vol. 71, The American Academy of Political and Social Science, Philadelphia, 1917.

Articles written by leading authorities upon management, and presenting the best methods so far adopted for keeping workers steadily employed. Indispensable material for the labor executive and of value to all interested in the subject.

WILLITTS, JOSEPH H., Editor. *Steadying Employment*, with A Section Devoted to Some Facts on Unemployment in Philadelphia. The American Academy of Political and Social Science, Philadelphia, 1916.

Material included in a report made in 1915 to the Philadelphia Department of Public Works upon the extent of unemployment in the city, its consequences to the community and to the worker, and desirable remedies. For employers, labor executives, and business men. An excellent presentation of existing conditions and possible improvements.

WILSON, A. D., and WARBURTON, C. W. *Field Crops*. Farm Science Series, Webb Publishing Company, St. Paul, 1918.

A practical discussion of the raising of the products of the soil, for the student and farmer. The authors are men of national reputation and the material of the book is highly authoritative.

WILSON, MATTHEW HALE. *Vocational Guidance: Practical Ethics for the Day's Work*. Richard G. Badger, Boston, 1916.

This volume presents a practical consideration of the ethical standards demanded by the different occupations. Chapters are devoted to a survey of the field and to the vocations of the teacher, physician, lawyer, clergyman, editor, banker, and to certain important phases of employment, such as labor unions, and insurance. The book should be helpful to one in choosing an occupation.

WITHERSPOON, FANNIE M., and CROCKER, ANNA MARTIN. *Opportunities for Women in the Municipal Civil Service of the City of New York*. The Intercollegiate Bureau of Occupations, New York City, 1918.

A study of the number of women employed, duties, qualifications, compensation and length of service, based upon an investigation made for the Intercollegiate Bureau of Occupations and the Women's Auxiliary of the Civil Service Reform Association of New York.

WOMAN'S OCCUPATIONAL BUREAU. *Women in Banking in the City of Minneapolis*. Occupational Bulletin No. 1, The Vocational Information Service, Minneapolis, 1919.

Treats of the effect of the War on employment in banks, the nature of banking, and the divisions of the work done by women.

WOMEN'S EDUCATIONAL AND INDUSTRIAL UNION. *Studies in Economic Relations of Women*. Boston.

The Department of Research, of the Women's Educational and Industrial Union, under the direction of trained investigators, has prepared this series of studies as a service to women who enter the various fields of occupation. Some of the material presented, such as that dealing with wages and labor laws, is not of high present value, but the series as a whole has served a very useful purpose and is worthy of a place in every vocational guidance library. Several of the numbers were first published as bulletins by other organizations, but the series is now supplied in uniform binding by the Union.

The volumes of the set are as follows:

Vol. I. Parts 1 and 2, *Vocations for the Trained Woman*. Out of print. 1914. Part 3. *Opportunities for Women in Domestic Science*. Marie Francke. Association of Collegiate Alumnae, 1916.



WOMEN'S EDUCATIONAL AND INDUSTRIAL UNION (*continued*)

- Vol. II. *Labor Laws and Their Enforcement*, with Special Reference to Massachusetts, 1911.
- Vol. III. *The Living Wage of Women Workers*. Louise Marion Bosworth. 1911.
- Vol. IV. *Dressmaking as a Trade for Women*. May Allinson. United States Bureau of Labor Statistics, 1916.
- Vol. V. *Millinery as a Trade for Women*. Lorinda Perry. 1916.
- Vol. VI. *The Boot and Shoe Industry as a Vocation for Women*. United States Bureau of Labor Statistics, 1916.
- Vol. VII. *Industrial Home Work in Massachusetts*. Massachusetts Bureau of Statistics, 1915.
- Vol. VIII. *The Public Schools and Women in Office Service*. Boston School Committee, 1914.
- Vol. IX. *Industrial Experience of Trade-School Girls in Massachusetts*. United States Bureau of Labor Statistics, 1917.
- Vol. X. *The Food of Working Women in Boston*. Massachusetts Department of Health, 1917.

WOMEN'S EMPLOYMENT PUBLISHING COMPANY, LTD., THE. *Careers: A Guide to the Professions and Occupations of Educated Women and Girls*. Fifth Edition. London, 1919.

This book presents short articles by experts in the various pursuits followed by educated girls and women in Great Britain. It is issued in connection with the Students' Careers Association and the Central Bureau for the Employment of Women. For the use of girls and women and their advisers. It has material of great value and contains the latest phase of the employments of women following the World War.

WOOD, HARRY E., and SMITH, JAMES H. *Prevocational and Industrial Arts*. Atkinson, Mentzer, and Company, Chicago, 1919.

Suggestive project material for teaching the manual arts in connection with subjects of an industrial character. A textbook for grammar and high, prevocational, and vocational schools. Contains much useful information on industrial occupations, especially on farming.

WOODS, ARTHUR. *Policeman and Public*. Yale University Press, New Haven, 1919.

Lectures at Yale University upon the responsibility of citizenship and comprising the duties and problems of a metropolitan police force. The author was formerly police commissioner of New York City. Of interest to the student of municipal government.

WOODS, ROBERT A., and KENNEDY, ALBERT J., Editors. *Young Working Girls: A Summary of Evidence from Two Thousand Social Workers*. Introduction by Jane Addams. Houghton Mifflin Company, Boston, 1913.

This volume is the result of an inquiry under the direction of the editors for The National Federation of Settlements. It deals with the problem of the adolescent girl in the tenement districts and in factory and store employment. It records the experiences of many people in our great cities who are daily concerned with the welfare of young girls, and the material presented is of the highest value to the teacher, parent, social worker, and student of adolescence.

WORST, EDWARD F. *Industrial Work for the Middle Grades*. The Bruce Publishing Company, Milwaukee, Wisconsin, 1919.

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